

Castle Hills Primary Academy



WRAPAROUND CARE POLICY

BREAKFAST/TEATIMERS AFTER SCHOOL PROVISION

| VERSION | AUTHOR | SUMMARY OF CHANGES | DATE PUBLISHED | DATE OF REVIEW |
|---------|--------|---|----------------|----------------|
| 1.0 | SL | New Policy | July 2019 | 3yr |
| 1.1 | SL | Review & Leger Trust Format | Feb 2022 | 3yr |
| 1.2 | NH | Review – added 4.1 (bookings email address), added 5.2, section 6 clarified non attendance charges, 15.2 updated ratio's. Updated 15.4 KCSIE 22 | Feb 2023 | Jan 2026 |
| 1.3 | TD/RG | Amend – 13.3 updated training, 14.1 added Paediatric, 16 updated mobile number | Jan 2024 | Jan 2026 |

Contents

| | |
|---|---|
| 1. PURPOSE | 3 |
| 2. AIMS | 3 |
| 3. HOURS | 3 |
| 4. ADMISSIONS, PROCEDURES AND PAYMENT | 3 |
| 5. ADMISSIONS CRITERIA INC EXCEPTIONS | 3 |
| 6. ABSENCE/NON ATTENDANCE | 4 |
| 7. VENUE | 4 |
| 8. REGISTER AND COLLECTING | 4 |
| 9. LATE COLLECTION | 4 |
| 10. SNACKS AND MEALS | 4 |
| 11. ACTIVITIES | 4 |
| 12. BEHAVIOUR | 4 |
| 13. HEALTH AND SAFETY | 5 |
| 14. FIRST AID | 5 |
| 15. STAFFING | 5 |
| 16. MONITORING AND REVIEW | 5 |

1. PURPOSE

1.1 To describe how the school delivers a childminding service in the form of before, after school club, which is affordable, sustainable, and of quality.

2. AIMS

2.1 Our wrap-around care provision aims to:

- Provide opportunities for fun, enjoyment and learning through a range of activities, in a safe and stimulating environment.
- Encourage children to develop social skills within and between age groups including friendships, compromise, turn-taking, empathy, cooperation, listening, communication, sharing, good manners and conflict resolution.

3. HOURS

3.1 Early Risers Breakfast Club runs during term time Monday – Friday, from 7:15am. Last admission is 8am. At the end of the session pupils are taken to class ready for morning registration.

3.2 Tea Timers After School Club runs during term time Monday – Friday, starting at the end of the academy day and closing at 6pm.

- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first served basis.
- The club is open to children from Nursery (F1) to Year 6 – please see 'Admissions criteria, including exceptions' for more information.
- Foundation Stage & KS1 children will be escorted to the club at the end of the academy day.
- KS2 children will make their own way to the club at the end of the academy day, unless there is a need for an adult to accompany them.

4. ADMISSIONS, PROCEDURES AND PAYMENT

4.1 Registration forms, available from the school office, must be completed prior to a child starting at the club.

- Emergency contacts must be up to date with the academy office staff.
- Regular slots should be booked one week in advance, and all fees should be paid in advance.
- On completion of a Registration Form, confirmation of the place will be given verbally but all individual sessions need to be prebooked. Bookings can be made either by completing the Breakfast Club or TeaTimers booking forms, by telephoning the academy office on 01302 780246 or by emailing your requirements to **bookings@castlehillsacademy.com**.
- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact you to arrange immediate collection.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

5. ADMISSIONS CRITERIA INC EXCEPTIONS

5.1 Early Risers Breakfast Club and Tea Timers After School Club may be unable to accommodate pupils whose needs require them to have 1:1 support to access daily educational provision. All applications will be considered on an individual basis.

5.2 Pupils should be independent in self-care and able to use the toilet.

6. ABSENCE/NON ATTENDANCE

6.1 If your child has been booked into Early Risers Breakfast Club and/or Tea Timers After School Club in advance and they are absent from school, the booking will be cancelled and the fees will be carried forward.

6.2 If your child is in school but you no longer require the place then you should cancel beforehand by contacting the office. *Non cancellation of places will be charged the full fee.*

7. VENUE

7.1 Early Risers Breakfast Club and Tea Timers After School Club are based in the Breakfast/Tea Timers Room, located near the main reception. Children have access to the school field and playground during after school sessions, weather permitting.

8. REGISTER AND COLLECTING

8.1 A register of children who attend Early Risers Breakfast Club and/or Tea Timers After School Club is taken at the start of each session. This register is used to update Parent Pay.

- Parents should collect their children from the main entrance
- If a parent is running late, unable to collect their child as arranged, or will be sending someone else to collect their child, they must call the school office on 01302 780246 during office hours or the Club mobile on 07355904174 out of office hours to make the appropriate arrangements.

9. LATE COLLECTION

9.1 If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the Police and Social Care will be informed. We follow the Doncaster Safeguarding Children Board Policies and Procedures for ensuring the safety and welfare of all our pupils.

9.2 If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.

10. SNACKS AND MEALS

10.1 Breakfast: options include a range of different cereals, toast with appropriate preserves, a selection of fruit, milk and water.

10.2 Snacks (pupils between 3:15 – 4:30pm): water, dilute juice (sugar free) and a range of biscuits or fruit.

10.3 Evening meals (pupils who stay between 4:30 – 6pm): meals are pre-planned and include a balance of protein (meat/fish/plant-based alternative), carbohydrate (potatoes/beans/pasta) and fresh vegetables.

11. ACTIVITIES

11.1 A range of activities are available each session for the children who attend. These may include role-play, creative crafts, reading, cooking, games, Lego/construction, small world toys, computers, learning & discovery, outdoor activities, movies, as well as an opportunity to complete homework.

11.2 The ages of the children are considered when planning activities to ensure they are appropriate.

12. BEHAVIOUR

12.1 Children and staff are expected to follow the Academy's Behaviour Policy and Fundamental Five (Core Values and British Values), whilst attending Early Risers Breakfast Club and Tea Timers After School Club

12.2 The health and safety of our pupils is of paramount importance therefore repeated disregard for the school's behaviour policy, especially where behaviour causes a potential risk to others, may result in exclusion from the club for a fixed term or permanently.

13. HEALTH AND SAFETY

13.1 Staff must follow the Castle Hills Health and Safety, E-Safety and Safeguarding Policies and all other related documents to ensure the safety of all children.

13.1 The procedures to follow in the event of a fire or evacuation are detailed in the Fire Evacuation Procedures, along with a plan in the Breakfast/TeaTimers room. All staff must make themselves familiar with the above documents.

13.2 In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed.

13.3 Staff hold Food Safety and Hygiene for Catering Level 2 certificate and undertake Food Allergen Awareness training as required.

14. FIRST AID

14.1 There must be a qualified first aider on site during sessions – Emergency First Aid at Work, awarded in May 2021, Paediatric First Aid Level 3, awarded in November 2023.

- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the school's accident book and a medical form will be completed as necessary. The accident will be reported to the parent/carer either immediately or when collecting their child, dependent on the severity.
- Parents/ Carers of any child who becomes unwell during their time at either club will be contacted as soon as possible.

15. STAFFING

15.1 All staff will adhere to the Leger Education Trust Code of Conduct and all academy policies.

15.2 The maximum number of children will not exceed a ratio of 1 adult to 25 children 1:25

15.3 All academy staff are DBS checked and must attend Child Protection induction and/or training.

15.4 All staff must be familiar with the Castle Hills Primary Academy Child Protection and Safeguarding Policy and related documents (KCSIE 2022) and be clear about how to deal with safeguarding concerns.

16. MONITORING AND REVIEW

16.1. This document will be reviewed on a 3 Yearly basis by the headteacher and any changes made will be communicated to all parents and staff at the academy.

16.2. The next scheduled review date for this document is December 2026.

Enquiries regarding bookings and payments: 01302 780246 (Academy Office)

Enquiries/Contact during the session: 07355 904174 (Club Leader – Mrs L Stanley)