Castle Hills Primary Academy

WRAPAROUND CARE POLICY

BREAKFAST/TEATIMERS AFTER SCHOOL PROVISION

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
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	NH/TD/RG	Amend – 13.3 updated training, 14.1 added Paediatric, 16 updated mobile number	Jan 2024	Jan 2026
1.4	NH	Update booking procedure, session times, snacks, meals and pupil ratios	Jan 2026	Jan 2029
1.5	RG	Update booking system procedure with MCAS	Nov 2026	Nov 2029

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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 or 8:00am depending on which session has been booked. 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 5:30pm.

- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first served basis through the booking system.
- The club is open to children from Nursery 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.
- Sessions should be booked and paid for at least 24 hours in advance.
- On completion of a Registration Form, confirmation of the place will be given verbally and details on the booking system will be shared with parents.
- All individual sessions need to be prebooked through the MCAS (My Child at School) app at least 24 hours in advance with the cut off times for bookings as follows; Breakfast is 7:15am and Teatimers is 3:20pm
    - For example, bookings for Breakfast on Tuesday morning need to be made before 7:15am on Monday morning and bookings for Teatimers on Wednesday afternoon need to be made before 3:20pm on Tuesday afternoon.
- Places can be cancelled through the MCAS app up to 24 hours before the session starts.
- All sessions should be paid for in advance and children will not be accepted without a pre booking.
- 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 can 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 CRITIERIA 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 and they are absent from school, the booking will be cancelled and the fees will be removed.

6.2 If you no longer require the place then you should cancel it 24 hours in advance through the MCAS app. Places are limited and issued on a first come first served basis, therefore 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 outdoor area 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.

- 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 07396717190 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 Light tea (pupils who stay between 4:30 – 5:30pm): meals may include beans/spaghetti on toast, sausage and mash, pizza, pasta.

11. ACTVITIES

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 – Paediatric First Aid Level 3, awarded in November 2025.

- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded on Medical Tracker the school's accident book and the parent/carer will be informed as necessary.
- Parents/ Carers of any child who becomes unwell during their time at either club will be contacted to collect them.

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 30 children 1:30 and 1:8 for Early Years

15.3 All academy staff are DBS checked and must complete annual Child Protection training.

15.4 All staff must be familiar with the Castle Hills Primary Academy Child Protection and Safeguarding Policy and related documents (latest KCSIE update) 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 November 2029.

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

Enquiries/Contact during the session: 07396717190 (Club Leader – Mrs Stanley)