

WRAPAROUND CARE POLICY

Devised March 2025

Date of Governing Body Approval: April 2025

Review Date: April 2027

1. Policy Statement

- **Purpose of the Policy**

This document aims to set out strategic and practical information in relation to our out of hours care for pupils of Otley All Saints.

- **Alignment with School's Vision and Values**

Our wraparound care provision aligns with the school's commitment to pupil wellbeing, safeguarding, equality, and community engagement and to promote our vision statement.

2. Aims of Wraparound Care Provision

To provide:

- Safe, high-quality, affordable and reliable wrap-around care for children who attend Otley All Saints CE Primary School, which embodies the aims and ethos of the school, in order to support working parents and carers
 - A wide range of age-appropriate enriching activities, which develop the whole child and promote a healthy lifestyle
 - Support to develop positive relationships and skills of cooperation and collaboration between children of different ages, gender, race and background
 - Opportunities to be active and to relax in response to individual children's leisure needs and interests
 - Provision that ensures the safeguarding, safety and wellbeing of all children attending the provision.
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3.0 Provision & Booking information

Practical information about our before and after school provision is available in the information leaflet for parents and carers, available on the school website. The provision is open to all children from Nursery to Year 6 at Otley All Saints Primary School. A maximum of 40 children can be catered for in any given session.

3.1 Session times and booking

Breakfast club

- **Breakfast club from 07:30 - 08:50 every day** that school is open to children.
- **Breakfast will be served from 07:30 - 08:25.**
- **Drop-off (*no breakfast*) is from 08:25 - 08:45.**

456 After-school club

- **456 After School Club from 15:15 to 18:00 every day** that school is open to children.

- Care is *not* provided during school holidays.

- Before and After School provision is bookable in advance and operates on a regular, fixed pattern basis. *Please be aware that high demand for wraparound care means ad-hoc bookings are **unlikely to be accepted** except on an emergency basis. Ad-hoc bookings can also only be granted if there is space and staffing ratios can still be met.* The number for out of school hours is 07436 933911. Please contact the school office during school hours.

New attendees

- Bookings should be made by completing a **booking form (i) (ii)**. These can also be found on the school website. These should be returned either in person or by email to the relevant club email address:

breakfastclub@otleyallsaints.co.uk

456club@otleyallsaints.co.uk

- Mid-term bookings will be accepted on a first come first served basis. Bookings will only be accepted 2 weeks in advance of the start date required.

September start booking

- September-start bookings *for current attendees* will open after the Easter holidays and will close at the end of the spring term at the end of May. After that date, your place can not be guaranteed. You must reapply even if you currently have a place at either of our clubs.
- September-start booking for *new bookings* will open after the Easter holidays and will be allocated on a first come, first serve basis once current attendee places have been allocated. New applications from pupils with siblings who currently attend will get priority. Places will be allocated in the first 2 weeks of June.
- A waiting list will be operated should demand for spaces exceed the amount of places we have available each day.

4. Activities & Curriculum

- **Enrichment Activities**

Provide a broad, balanced, and diverse range of activities. Activities include a range of creative, practical and artistic activities with possible links to some special events and interests of the children. Other activities available include cooperative games, including board games and small world & construction activities.

- **Homework Support**

Outline opportunities for children to complete homework with appropriate support if required. Computers can be used to support and staff will monitor use.

- **Physical and Creative Activities**

Include age-appropriate opportunities for physical exercise, outdoor play, and creative activities. Outdoor activities will at times be weather dependent and will take place either in the bungalow garden, school hall or field. Additional opportunities will be given to the children or activities and games in the hall.

- **Sports Coaches and Morning Physical Activities**

Coaches will engage children in structured physical activities in the school hall on some mornings. Activities will focus on promoting a healthy lifestyle, developing gross motor skills,

and preparing children energetically and positively for the school day. These sessions will be age-appropriate and tailored to encourage participation and enjoyment.

- **Adapting Provision**

Activities will be adapted to meet the needs of SEND pupils or those with specific medical or cultural needs.

- **Quiet time and relaxation**

Children will have the opportunity to have quiet time if they do not want to engage in a specific activity. Quiet time may consist of reading and watching films/children's programmes.

- **Staff engagement**

Engagement from staff will support the children in structured games and activities and promote and model good behaviour and conversation with their peers

5. Food and Nutrition

All food takes into account nutritional guidelines as advised by the [School food standards practical guide](#) on the Department for Education's website. Dietary requirements and allergies will be catered for.

Breakfast

- Children will be provided with a healthy breakfast consisting of toast, a range of cereals, yoghurt and fruit.
- Drink is either apple or orange juice along with milk. Water is always available.

After-school club

- 456 children will have a range of food items including bagels, toast, crumpets, pancakes, malt-loaf, pitta, hummus, cheese, yoghurts and a selection of fresh fruit and vegetables.
- Water is available throughout each session in accordance with school policy.

Infectious Diseases

Should the school be notified of an outbreak of an infectious disease, the school will act in alignment with Public Health England guidance.

6. Staffing

- All staff are employed directly by Otley All Saints CE Primary School and all appointments are subject to an enhanced DBS disclosure. In addition, at least one member of staff holding a 12 hour paediatric first aid qualification will be present at every session.
- Any member of staff involved in the preparation of food must have undergone food hygiene training and all staff must have attended Child Protection training.
- Ratios: For children of Nursery age, we must adhere to the qualifications requirements of the EYFS Statutory Framework. Half of any further assistants for Nursery-aged children must hold at least a full and relevant Level 2 qualification. For children under 5, there also needs to be a Level 3 Early Years qualification.
- 1:8 for children under eight years of age (EYFS and KS1)
- 1:10 (KS2) in line with statutory guidance.

The Breakfast club and 456 leaders are responsible for the following:

- ❖ Planning provision and staffing during allocated admin time
- ❖ Supporting and developing children's play
- ❖ Providing a positive adult role model and promoting good relationships
- ❖ Ensuring the consistent implementation of all relevant school policies, procedures and rules
- ❖ Managing behaviour in line with expectations in school
- ❖ Managing, selecting and ordering resources
- ❖ Consulting children and families
- ❖ Directing the work of the club assistants
- ❖ Liaising with the school senior leadership team

Breakfast club and 456 school assistants have oversight of the following:

- ❖ Carrying out tasks delegated to them by the club leader
- ❖ Supporting and developing and engaging in children's play
- ❖ Contributing to the planning process
- ❖ Providing a positive adult role model and promoting good relationships
- ❖ Managing behaviour in line with expectations in school
- ❖ Managing resources

7. Parental Engagement and Communication

7.1 Charging - Breakfast club

Rates

- 07:30 - 08:15: £7.50** (includes breakfast)
07:30 - 08:15: £5.50 (sibling rate includes breakfast)
08:25 - onwards: £3.00 (drop off only)

A reduced rate of £4.50 applies if they attend a school extra curricular club during session time.

7.2 Charging - 456 club

Rates

03:15 - 06:00: £10.50 / £8.50 (sibling rate)

A **reduced rate of £9.00/£7.00 (sibling rate)** applies if they attend a **school extra curricular club during session time.**

Childcare vouchers - Parents can choose to pay some or all of the charge using childcare vouchers available through their employer.

Before and after-school club is also registered for HMRC's Tax-free Childcare scheme. Parents cannot use this service if they are in receipt of childcare vouchers or use a salary sacrifice scheme.

7.3 Settling balances

Parents/ carers are expected to settle payments promptly. The school office issues balance statements/ billing on a weekly basis via ScoPay. The school reserves the right to suspend access to sessions in the event of persistent non-payment until action is taken to settle the balance.

7.4 Cancellations/Illness

If a child's place is to be permanently cancelled, cancellations should be made no later than **7 days** before a booking. Any booking cancelled after this will be subject to the full charge. **If your child is absent, due to the place being booked, parents will still be charged.**

- **Parent Communication Channels**

Our ethos is that wraparound care is a time for the children to relax and partake in a range of unstructured activities. As a school, there are still school behaviour expectations, and any incidents that occur during sessions will be communicated promptly to parents/ carers by club leaders.

- **Complaints Procedure**

Refer to the school's complaints policy for addressing concerns from parents regarding wraparound care.

7.5 Emergencies

If you need to contact our wraparound care in the event of an **emergency**, out of school hours, please call 07436 933911. Please also use this number to contact us if you are going to be delayed collecting your child from 456 Club. The mobile phone will remain in the bungalow, always on and fully charged at all times. During school hours, please make contact via the school office.

8. Safeguarding and Health, Safety, and Wellbeing

- The school's policies in relation to Safeguarding, Child Protection and Bullying are fully applicable to out of school hours provision at Otley All Saints. In the case of a concern or disclosure relating to a child, staff will follow the school policy and consult with one of the designated members of staff at the earliest available opportunity.
 - All recruitment for our wraparound care will take account of safer recruitment guidelines as for all other school staff appointments
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9. Behaviour Management

- **Code of Conduct**

School behaviour expectations for children attending wraparound care apply, ensuring alignment with the school's behaviour policy. Positive praise also supports children whilst attending club.

- **Handling Incidents**

Inappropriate behaviour or incidents that arise during wraparound care will be communicated with senior leaders in school and/or designating safeguarding leads.

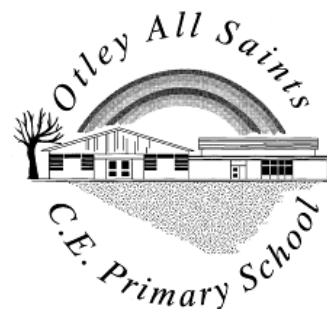
10. Equal Opportunities

Our commitment to equal opportunity will be reflected in our delivery of the activities on offer. Full access to activities will be offered to all children, with appropriate adjustments made to accommodate individual needs. We will plan activities which provide opportunities to discuss positive images of other people, to recognise and celebrate diversity and to challenge negative stereotypes, including racism and homophobia.

11. Monitoring, Evaluation and Review

- Provision will be monitored by the Head Teacher and Deputy Head teacher through informal observation during session time, discussion with staff and analysis of attendance levels/patterns and revenue.
- Information from consultation exercises each year with children, parents and carers will be used to support the identification of development priorities.
- Club leaders will be part of performance management arrangements for associate staff and will have one objective linked to their role to support the development of the provision.

i)
Otley All Saints CE Primary School



Lisker Drive, Otley, West Yorkshire LS21 1DF
 Tel: 01943 464703
 e-mail: office@otleyallsaints.co.uk
 Website: www.otleyallsaints.co.uk

Headteacher **Mrs Luisa Di Palma-Heath**
 Deputy Headteacher: Mrs Jessica Sutton

Breakfast Club Booking Form

Name of child:		Year group:	
Address:			
Primary Contact Name:		Secondary Contact Name:	
Primary Contact Telephone:		Secondary Contact Telephone:	
Primary Contact Email:		Secondary Contact Email:	
Medical Information (if applicable):			
Allergies (if applicable):			
Special Dietary Requirements (if applicable):			
Any other relevant information:			

Please indicate below which sessions you wish to book for your child/children and if possible an expected arrival time. Breakfast Club sessions run in the school bungalow from 7.30am to 8.50am. Breakfast is served until 8:25. Children arriving after this time will be charged at the 'Drop Off' rate.

Monday	Tuesday	Wednesday	Thursday	Friday



Please email (breakfastclub@otleyallsaints.co.uk) to make bookings, changes or with any queries. Thank you.

ii)
Otley All Saints CE Primary School



Lisker Drive, Otley, West Yorkshire LS21 1DF
 Tel: 01943 464703
 e-mail: office@otleyallsaints.co.uk
 Website: www.otleyallsaints.co.uk

Headteacher **Mrs Luisa Di Palma-Heath**
 Deputy Headteacher: Mrs Jessica Sutton

456 Club Booking Form

Name of child:		Year group:	
Address:			
Primary Contact Name:		Secondary Contact Name:	
Primary Contact Telephone:		Secondary Contact Telephone:	
Primary Contact Email:		Secondary Contact Email:	
Medical Information (if applicable):			
Allergies (if applicable):			
Special Dietary Requirements (if applicable):			
I give permission for the following people to collect my child/children:			

Afternoon sessions are booked in advance and run immediately following school. Children should be collected from the bungalow no later than 6pm. If you need to make an ad hoc booking please try to give at least 24hrs notice, however please note that ad hoc bookings will only be accepted if there is space available and staff to child ratios can still be met.

Monday	Tuesday	Wednesday	Thursday	Friday

Please email (456club@otleyallsaints.co.uk) to make bookings, changes or with any queries. Thank you.

