



# **WRAP CLUB POLICY**

## **AIMS**

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a range of activities (including breakfast or a snack) under the supervision of caring staff from 7:30 am to 8:50 am and 3.30pm until 6.00pm daily during term time.

## **OBJECTIVES**

- To provide a welcoming, safe, secure environment for pupils either before or after school
- To provide pupils with a healthy, nutritious breakfast and/or a snack in line with the school's healthy eating policy in a pleasant, relaxed atmosphere.
- To ensure all children's needs and abilities are catered for through a range of activities.
- To employ caring supervisory staff.
- To provide a calm play environment for pupils.
- To provide an affordable service to parents and carers.

## **PROCEDURES**

### **Admissions**

The WRAP Club criteria is as follows:

1. Children of staff
2. Children already attending requiring extra sessions
3. Siblings of children already at WRAP club who are starting school
4. Children who have applied and are already on the waiting list (in order of length of time)
5. Children with an EHCP, in care (or have been in care) or SEND;
6. All other applications in order of receipt.

Due to the popularity of the club, it is advised that existing childcare arrangements are not cancelled until confirmation is received that you have been allocated a place.

### **Booking Arrangements**

- The WRAP Club will be open daily during term time but closed for INSET days and statutory holidays.
- Parents and carers must book and pay in advance. Sessions are to be attended in agreement with the school and should be pre-booked.

- Breakfast Club - The charge per session, per child, is £5.00 regardless of time of arrival.  
After School Club - The charge per session, per child, is £8.50 regardless of time of collection.  
Payment (Bank transfer or child-care vouchers) can be made to the WRAP Club Bank Account (bank account details are provided on your invoice).  
**Sessions booked but not attended will be charged.** However, applicable absences due to long-term sickness will not be charged where discussed with the School Business Manager.
- We reserve the right to charge for cancelled places.
- Invoices will be issued if payment is not received. Non-payment of fees may result in the withdrawal of the service to the parent/carer.
- Extra sessions can be booked **subject to availability** - please contact the WRAP Club Supervisor on 07879291217 or the School Office on 01332 872216.
- Ad-hoc sessions when booked need a full 24hours notice if cancelling or they will be charged.
- One month's notice is given of any proposed variation in fees chargeable.
- One month's written notice is required if you wish to withdraw your child from the WRAP Club.

### **Registration**

- An attendance register will be taken daily. Newcomers will be added to the register.
- The WRAP Club Supervisor retains the register which is kept in the School Hall.
- In case of an emergency where children have to be evacuated from the building, the register must be taken and children checked against it to ensure they are all present.

### **Collection from After-School Club**

- Children must be collected by 6.00pm daily.

### **Late Collections**

We understand that from time to time, there may be legitimate reasons for occasional late collections, however you must let the WRAP Club Supervisor know on the club mobile - **07879 291 217** (as the school office will be closed from 4.00pm and messages will not be monitored). However, if this happens on a regular basis during a term, the following procedure will occur: The first time you will receive a verbal warning. The second time, you will receive a letter and if this happens again, you will lose your place at the club.

### **Failure to Collect:-**

- If you have not informed the club that you will be late collecting your child and we cannot make contact with you by 6.15pm, the school will call Derbyshire Social Care as the club is run out of school hours. It will therefore become a safeguarding issue due to non-collection.
- The staff will also inform the Headteacher and Assistant Headteacher(s) along with Social Care.

### **Staffing**

There is one WRAP Club Supervisor and several Assistants on duty depending on number of pupils attending:-

- Miss Rhonda Faulkner -WRAP Club Supervisor

All staff and volunteers will be DBS cleared. The ratio of staff to children is 1:10. There will be a number of relief staff to cover absences.

### **ORGANISATION**

- Any child absences can be reported to the WRAP Club Supervisor who has a school mobile phone - 07879291217.
- Breakfast Club is open to all pupils of Firfield Primary School from Reception to Year 6 from 7:30am to 8:50 am (After School 3.30pm to 6.00pm.) It is held on the school site.
- The maximum number of places available is capped at (Breakfast - 60) and (After School - 60) on a daily basis.
- Pupils will be welcomed by the Club staff who will register the children.

#### **Breakfast Club**

- Pupils will be welcomed by the Breakfast Club staff who will register the children and who will find out what each child would like for breakfast. The breakfast will be brought to the table. Key Stage 2 children can serve themselves with cereal.
- As the children finish their breakfast, they will leave the table and join in any of the activities laid out in the hall or from 8:15 am play outside (weather permitting).
- Children are encouraged to demonstrate good table manners and behaviour throughout.
- Breakfast will stop being served at 8.25am in order to allow sufficient time to clear away food and crockery. Please do not send children with their own food/snack or breakfast due to allergies.

### **After School Club**

- Between 4.30pm and 5.00pm a snack will be provided.
- Children are encouraged to demonstrate good table manners and behaviour throughout.

### **WRAP Club**

- Weather permitting, outdoor activities will be available in the school's playground area or ball court for the children.
- The child's details, medical conditions, parents/carers' contact details, an additional emergency contact name, address and telephone number are kept in the school office.

### **Behaviour**

The WRAP Club follows the School's Behaviour and Sanctions policy. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.

Children who do not behave well or do not show respect for staff or each other will have three opportunities to improve their behaviour. If, after the third time, behaviour is still an issue, the parent/carer will be informed and the child may be put on report for the WRAP club period. Should behaviour continue to be a problem, the school reserves the right to withdraw the place at the club for the child either temporarily or permanently.

### **Resources**

The club will have access to a range of resources which are kept on the school site.

### **Communication with Parents**

- Verbal communication with parents/carers collecting children.
- If an incident has occurred, written notes to parents may be given to the child to hand to their parent/carer or a text message if necessary.
- Regular newsletters.
- Parents/carers may make appointments with the School Business Manager or the Assistant Headteacher to discuss matters pertaining to the WRAP Club. However, please ensure that you have spoken to the club supervisor prior to any appointment being made.

### **Medicines at WRAP Club**

If your child is on medication, you must hand the medicine in to the Supervisor or to the School Office and complete the necessary documentation. Medicine can be collected at the end of the school day from the school office or from the Supervisor.

If your child is asthmatic, please ensure that you have completed the asthma notification form and return it to school. It is vital that they have an accessible inhaler during WRAP Club. Please do not assume they will be able to access inhalers left in classrooms.

### **Personal Property**

- All items of clothing should be clearly marked with the child's name.
- Children should not bring in any electronic devices or other valuable personal property as the club cannot accept responsibility for loss or damage to it however it may be caused.

### **Fire Procedures**

Children and staff should exit out of the nearest accessible fire door and assemble under the canopied area on the school playground.

A register will then be taken to ensure all children are present.

### **First Aid**

First aid will be provided in line with school procedures and a note issued to parents if necessary.

### **Risk Assessment**

Risk Assessments are in line with Derbyshire County Council and are held in the Head Teacher's Office.

### **Complaints**

We hope that you never have cause to complain but if you do, please follow this procedure:-

- Firstly, speak to the WRAP Club Supervisor; your concern may be quickly allayed by them. If you are still not satisfied, please make an appointment to speak to the School Business Manager or the Assistant Head Teacher.
- If you are still not satisfied, you will need to put your complaint in writing to the Headteacher. If you feel a satisfactory resolution has not been achieved, then please address a letter to the school governors following the School's Complaints Procedures Policy. A copy of the policy is available on request from the school office.

## **ACCEPTANCE OF OUR TERMS & CONDITIONS**

Please note that completion of a WRAP application form constitutes a binding agreement between yourself and our wraparound care provision.

By completing a WRAP application form, you are agreeing to the terms and conditions as set out within this policy.

If you have any queries regarding the contents of this policy, please email [enquiries@firfield.derbyshire.sch.uk](mailto:enquiries@firfield.derbyshire.sch.uk) marked for the attention of the School Business Manager.