



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

Wraparound Care Policy

Date Reviewed: January 2020
Next Review Date: Spring 2021
Reviewed by: Head & SLT

Wraparound Care Policy and Guidelines

Purpose of the policy

To outline how the school delivers childcare provision before and after school hours. This policy covers Early Birds, Prep (homework club) and After School Care.

Aims

Through our wraparound care we intend to:

- Provide a safe and welcoming environment for the pupils before and after school.
- Provide opportunities for the older pupils to complete their homework.
- Provide opportunities for the pupils to relax have fun and play together before and after school. Additional after school clubs are provided that offer an academic or activity focus.
- Encourage co-operation and develop friendships between age groups.

Hours

- The Early Bird session operates from 8am to 8.30am. The provision for Early Years pupils is in the Early Years building and the provision for Form I to VI is in the main school hall.
- The rear gate to the main school and door to the Early Years will open at 8am and close at 8.15am. Anyone coming after this time will need to wait until the gate reopens at 8.30am.
- Prep operates, in the Senior House building, from 3.30pm until 4.30pm with collection from the LRC entrance.
- After School Club provision operates, in the Junior House building, from 3.30pm until 6pm.
- Members of staff from the Early Years team will accompany the pupils to ASC, ensure they have been added to the register and help to settle them.

Registration and payment of fees.

- Early Birds and After School Care are available to all Seaton House pupils from Nursery to Form VI.
- Prep is available to all pupils from Form III to Form VI.
- Pupils, from Form I to VI, attending Early Birds are registered, by a member of staff, on arrival.
- Pupils in the Early Years are taken into the Early Years building by their parent/carer and marked on the class registers.
- All parents must complete a registration form for each child attending the ASC and sign an agreement to adhere to the terms of this policy. The registration process must be completed prior to the child's commencement at ASC.
- Parents **must** inform the office at least 24 hours in advance of days they plan to use Prep or ASC facility to enable staffing to be arranged. In emergencies please telephone the office to arrange short term cover.
- Pupils in the Early Years building will be escorted to the main school and registered in ASC by members of staff.
- At ASC a register is kept to record arrival and departure times. Parents/Carers are required to sign out when they collect pupils.
- Pupils who are not collected after the end of the school day, after Prep (homework club) or a club will join the ASC and be added to the register. The time they join will be noted alongside their name. They will then be charged for their time in ASC.

- The Early Birds provision does not incur any additional fees.
- Fees for ASC and Prep are charged as follows:
 - 3.30-4.30pm two units (1 hour)
 - 4.30pm-5.30pm two units (1 hour)
 - 5.30pm-6pm one unit (30 mins)

If your child is collected part way through a session they will be charged for the full session, i.e. if collected at 4.00pm will be charged two units.

- Parents are asked to pre purchase units which are then used to pay for the sessions attended at Prep or ASC. Parents are asked to ensure they are in credit before their child attends Prep or ASC.
- A late collection fee will be charged if a child is collected after 6pm. **The late collection charge is £25.**

Snacks

- Parents are asked to provide a small snack for pupils to have at the start of ASC or Prep. Additional fruit will be provided in ASC.
- The pupils in ASC are encouraged to wash their hands and sit at a table to eat their snack during the registration period.
- The pupils are encouraged to have a drink of water from their water bottle, alternatively fresh water can be provided.

Staffing:

- All staff adhere to the Seaton House staff code of conduct policy.
- All staff have had an enhanced DBS check and complete an annual suitability declaration.
- All staff follow the Seaton House Safeguarding policies and procedures.
- Suitable staffing arrangements are in place for Prep and ASC and a member of the SLT is also on site.

Activities/provision

- Prep is an opportunity for pupils in Forms III-VI to complete their homework in a quiet, supervised environment.
- ASC is an opportunity for pupils to relax and play. It is not an academic or activity club as these are offered elsewhere in the school.
- In ASC once snacks have been eaten, the pupils are able to choose from a planned activity and a variety of additional provision including: drawing, reading, puzzles, games and construction. The outside area is opened once the gates have been closed and it is safe to do so. The pupils can choose to play inside or outside, when the weather permits.
- ASC staff are available to support the pupils as they play and ensure their safety and well being.

Safeguarding procedures

- All staff will follow the school safeguarding policy and procedures and understand that it is their responsibility to safeguard all pupils in their care.
- A register is kept to log all pupils attending on that day. When parents/carers collect from ASC the time is noted and parents sign their child out.

- If an unfamiliar adult is going to be collecting a child parents are asked to inform staff in advance. All pupils have a password provided by parents. Unfamiliar adults will be asked to give the password when collecting a child.
- Parents/Carers collecting children from ASC need to ring the door bell, and **wait in the entrance area** while a member of staff brings their child/ren and the register to sign them out. Parents/Carers should not go into the classroom. If collecting from Prep parents **must wait outside the LRC entrance** and wait until they are dismissed by a member of staff.

Health and Safety

- Equipment will be stored safely and regularly checked to ensure it is safe and suitable for the pupils to use.
- Pupils are encouraged to wash their hands with soap before eating.
- Staff must be aware of pupils who have a health care plan. A list of medical needs and allergies is kept in the staff kitchen.
- Parents contact details are kept on SIMS and in a locked cupboard in the office but are accessible to staff if they need to contact a parent.
- Pupils with medical conditions or severe allergies will be identified on the register and medication (such as inhalers, epi pens) will be accessible to staff, if needed.
- The school policy on the administration of medicines applies to all wraparound care.
- If a child becomes unwell parents/carers will be contacted as soon as possible to arrange collection.
- A register is kept of all the pupils attending any wraparound care. In case of a fire or need to evacuate the building, staff will follow the school protocols.

First Aid

- A First Aider will be on site at all times.
- Accidents will be recorded in an accident book and parents/carers will be informed when they collect the child.
- A first aid kit will be available in the Senior House and Junior House medical rooms.

Security & Collection

- Parents collecting from activity clubs and Prep are asked to collect from the Learning Resource Centre (LRC) door. Parents wait outside and a member of staff will dismiss the pupils from the LRC door. Anyone not collected at the end of the club or Prep will be taken to ASC.
- Parents collecting from ASC will wait in the entrance area and their child will be brought to them. **Parents and carers should not come into the classroom with the pupils.**
- All pupils in ASC must be signed out by an adult.
- If a pupil has not been collected by 6.00pm parents will be contacted followed by all other additional contacts on the pupil's file. In the event that it is not possible to contact a responsible adult then Social Services may be informed.
- A charge will be levied for all late collections (see fees).



Seaton House School After School Care Agreement

I[PRINT NAME] parent/carer of
[PUPIL'S FULL NAME] have read and accept a copy of the wraparound care policy and agree to abide by the terms therein.

After School Care operates from 3.30pm – 6.00pm. Sessions are booked on a first come, first served basis.

I accept that I am the 'contracting parent' for the above child and agree to make payments in advance via the online booking system or through the school office. I understand that I will lose my place if my account is in arrears.

I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office. I understand I will need to top up my account by at least £10 each time.

I understand that a late collection fee of £25 will be applied for any collection after 6pm. This payment will be taken immediately from my account, or payable by invoice.

I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by After School Care.

I will phone 0208 661 5882 for After School Care after 5pm when the office is closed.

Parent Signature Date