EP Collier Primary School: Wraparound Care Policy

Approved by Governors:

Review date:

Policy reviewed by:	
July 2025	

Overview

Wraparound Care is for use by children attending EP Collier Primary School. It is run by our own in-house team of employed school staff, some of who are also teaching support staff.

The aim of Wraparound Care is to provide good quality affordable childcare in a safe, happy and caring environment.

Children can play board games, do craft and drawing activities, read books, listen to music, play outdoors or at set times watch age appropriate programmes on the TV (supervised by an adult). We do not require children to complete work during aftercare, it is a time for children to enjoy and have the freedom to have fun in a safe place.

OPERATING HOURS

Wraparound Care operates during the following times during term time only, excluding inset days:

Early Bird Club opens from 7.45am until start of school.

Afterschool care runs from the end of the school day until 6.00pm (children collected after 6pm will incur late fees).

Early Bird Club Drop off from 7.45am

Early Bird club is held in the school's Library, hall and food tech room. Children enter through the front library door at the top of the ramp at the main entrance.

After School Care Short Session collection by 4pm

Children are collected from the library door at the top of the ramp at the main entrance before 4pm. This session does not offer food.

After School Care Collection by 6pm

Children are collected from the library door at the top of the ramp at the main entrance.

ADMISSION/BOOKINGS/CANCELLATIONS

The school uses a booking site called parentsbooking for booking spaces in Early Bird and After School Club.

Upon booking the first wraparound care session you will be sent a registration form that will need to be completed prior to your child attending their first session.

Sessions are booked and paid for in advance and subject to availability. You may book up to a whole term in advance.

Deadline for bookings

Early Bird Club must be booked by 2pm of the previous school day.
The deadline for booking After School Club is 3.30pm of the previous school day.

Parents/carers will need to book in advance and pay for sessions on booking. We do allow some flexibility in that if a parent does not require a space on a particular day, they can cancel the session provided that they give 24 hours' notice on the booking site. Parents may then transfer the payment to another booking.

Aftercare cancellations on the day must be agreed with the office and will only be refunded if the office is notified by 09:00am. Early Bird club bookings must be cancelled with the office by 2.30pm the day before the booking. Failure to notify before these times means the sessions will be charged at the full rate.

If parents require additional adhoc days in Wraparound care for emergencies, they should contact the school office to check availability the day before or by 12 noon on the day of the booking. The office will check availability before guaranteeing a space is available on the day. Parents should not book adhoc days via parentsbooking.

In the event of a child who is not booked in turning up for a Wraparound Care session the following will take place:

The parent will be contacted immediately and advised that the child is not booked in.

The session will be added and charged to the parent.

Repeat instances will result in the parent being told they can no longer use the Wraparound service and children not collected from school at usual time, will be escalated to the school Designated Safeguarding Lead.

AD HOC BOOKINGS

Parents can cancel regular bookings 24 hours in advance of the day if they know their child does not require the place on that day. Therefore, we do sometimes have some adhoc spaces available on the day. If you wish to check if there is an available space on a certain day in addition to your usual days or you are on the waiting list for certain days, please contact the school office 0118 9375470 or email admin@epcollier.reading.sch.uk

FEES & PAYMENT

Fees will be reviewed termly to take account of rising inflation on staffing and food costs to run the service. Parents/Carers will be provided a minimum of four weeks' notice by letter/email detailing the new fees.

There is no concession (reduction in fees) for early collection. The fee payable is for the full session regardless of the time you drop or collect your child.

Fees are reviewed at the start of each new term Autumn, Summer or Spring.

Early Bird Club session fee	£5
After School Care short session	£5
After School Care session fee	£12.50

Late Collection Fee

Short Session – if you have booked to attend the short session and collection has not been made by 4pm you will be charged for a full session. Further bookings will not be accepted until payment has been made.

Full Session - this will be charged at the rate of £10 per 15 minutes or part thereof. You will be informed at collection if you will be charged a late fee. Late fees will be charged separately by invoice. Failure to pay a late fee may result in your child not being able to attend wraparound care. Persistent lateness will result in your child's place being withdrawn.

Parents must notify the school office by 3.30pm if someone else is collecting their child from aftercare. If you need to contact After School club after the office has closed, you can do so by calling 0118 214 7107. Please do not use this number for booking enquiries.

ARRIVING AT WRAPAROUND CARE

Children can be dropped off for the Early Bird club from 7.45 am but MUST be escorted to the door and handed over to a member of staff. Breakfast will not be offered after 8.15am due to the time before the start of the school day.

At the end of the school day when classes are dismissed, children attending After School Care will collect their belongings and go straight to the library where they will be registered by a member of staff. Children who attend a club (run by external club providers) will join After School Care at around 4.15 -4.30 pm when the club finishes but must have a space booked in wraparound care in addition to their extra-curricular club booking.

If a child whose name is on the register does not arrive at by 3.15pm, or after a club, enquiries will be made via the school office or class teacher. If there is any doubt as to the child's whereabouts, the parent will be contacted.

DEPARTURES

Children may be collected any time before 6pm by a parent or other person authorised by the parent. Any person collecting a child must be 16 years or over. You must advise the school office before 3.30pm if there is to be someone different picking up your child.

If the person who arrives to collect a child, does not have a password or is not known to the school, the child will only be released once the parent/main carer is contacted and given consent. No child will be released into the care of anyone without written or verbal communication from the parent/main contact.

A sibling under the age of 16 is not be permitted to collect a child from aftercare and the parent/ main carer will be contacted.

Children will not be allowed to leave wraparound care on their own. If a situation arises whereby a child is unhappy at After School Care, the staff will talk to the child and take all possible measures to resolve the situation. This may include phoning the parent/carer, or emergency contact if the parent is unavailable, in order for them to talk with staff and child to overcome the problem. The parent may be requested to collect the child.

REMOVAL OF SERVICE

After School Care reserves the right to withdraw the use of this facility:

– If a parent does not collect their child on time on more than 3 occasions in one term, the school reserve the right to withdraw the place in aftercare.

- Where it is the opinion of the Manager and Head Teacher that the continued attendance would be to the detriment of either the child or other child(ren) attending.

- If there are outstanding fees on a parents account and future bookings may be cancelled and new bookings not accepted until outstanding fees have been cleared.

Wraparound Care facility cancellation:

In certain circumstances (e.g. extreme weather conditions, like snow or Trade Union Ballot Strikes) the school reserves the right to cancel its Wraparound Care provision at short notice. The school will then reimburse parents/carers if they have already paid their fees or deduct the amount from their forthcoming invoice.

In special circumstances, the school also reserves the right to cancel its Wraparound Care and will give parents/carers advance notice of at least 4 weeks. It may also be required to suspend wraparound care at short notice where the school is instructed to close by authorities, on health and safety grounds such as loss of water or National Lockdown Procedures are in place.

INSURANCE

Covered by the school's Insurance Policy issued by the Risk Protection Arrangement (RPA) each April.

HEALTH AND SAFETY

Wraparound Care staff will be responsible for taking all reasonable steps to ensure the service offers a safe and healthy environment at all times. These will include:

- Processes to ensure and maintain the hygiene and cleanliness of the setting and equipment Raising the children's awareness of good hygiene practices.
- Staff being informed about and able to carry out good hygiene practice.
- Activities being planned with the appropriate level of supervision and suitability of the age group of children kept in mind.
- Equipment being monitored to ensure it is continually safe and being used in the appropriate fashion.
- Damaged or unsafe equipment being removed immediately for disposal or safe repair.
- If outdoor play is scheduled, the appropriate staff level to monitor this activity being observed.
- Available staff holding an up to date First Aid Certificate, which will be renewed upon expiry.
- All staff to have Health and Safety, Fire and Lockdown Training on commencement.
- At least one member of the Wraparound Care Team attending Fire Warden Training.

ADMINISTERING MEDICATION

Any medication brought by children to Wraparound Care must be labelled clearly and kept in a safe place. Staff will administer prescribed medication only:-

- in its original container with dispensary label;
- where the necessary medical consent form, (available in the school office), has been signed;
- where they are confident that they understand the instructions and have received any training, if relevant

It is the parent's responsibility to label medicines and to collect them at the end of the day. (Usually, the child will have received the relevant medication during the school day so it is unlikely that they will need more medication).

Some medication specific to a child can be kept e.g, epipen, inhaler. This medication will need a doctor's acknowledgement that the medication is meant for the child it is kept for, and should contain details of dosage and administration. To comply with insurance, Wraparound Care will also require a letter from the doctor agreeing that the child is fit to attend sessions if it is a regular/specific medication.

Staff will not be liable for any adverse effects/consequences of administering tablets/medication.

Staff **must** wear protective gloves when treating a child where there are any body fluids involved.

FOOD AND HYGIENE

Wraparound Care will offer breakfast/light tea to all children at a specified time within the schedule with the exception of the short session (before 4pm collection). Food options vary across the week on a set menu. Food items are nut free and nutritional. The menu complies fully with the food nutritional guidelines for food served in schools. The menu includes wraps, pasta, pizza and Jacket Potatoes. Children will not be permitted to bring food and drink from home to be consumed on the premises. Wraparound Care observes local environmental health department guidance and regulations regarding food hygiene, registration and training.

We will promote a healthy diet. No food containing nuts will be served. Drinking water will be available to children.

EQUIPMENT & ICT USE DURING EXTENDED HOURS

Equipment will be checked on a daily basis before use as part of the Health and Safety checks to ensure that it is safe and suitable for children's use. Any equipment which is found to be unsafe or unsuitable will be repaired or disposed of.

Equipment purchased for Wraparound Care will aim to be fun; support children's development; provide challenges and stimulation; and show positive images of people of all races, cultures, abilities and genders as well as avoiding stereotypes.

Staffing

Staff will be appointed in accordance with rigorous recruitment procedures. All staff will be employed on the basis of **1: 12** adults to child ratio. This ratio will be maintained at all times during the clubs operating hours.

LATE COLLECTIONS

Child not collected at 6pm

Two members of staff must remain while there are any children on the premises. Staff will attempt to contact the parent or another authorised person on the list of contacts if a child is not collected by 6pm.

When the child is collected, the time of collection will be recorded in the register. An invoice for the late collection fee will be sent via email by the school office. The late fee will be charged at a rate of £10 per 15 minutes or part there of per child.

If a child is collected late on three or more occasions in one term this may result in the child not being able to access the provision anymore.

Child not collected by 6.30pm

If a child is still uncollected at 6.30pm, regardless of contact with a parent or other authorised person, the staff will contact the Reading Social Services out of hour's team. The police may also be notified.

Child Protection Out of Hours Emergency Team may also be notified. If a child has to be removed from the premises, a notice will be left on the door indicating the child's whereabouts.

FIRE DRILL

Staff will be responsible for carrying our regular fire drill procedures to ensure awareness of the procedure for evacuation/emergency exits/fire extinguisher locations. In the event of a fire:

- A member of staff will raise the alarm to alert the children and other staff members.
- Staff will follow written fire evacuation procedures.
- Fire Services will be called.
- A register will be taken and an incident report written for records.

BEHAVIOUR

Staff will communicate with children on what is deemed acceptable/unacceptable behaviour within Wraparound Care. Behaviour will be treated in line with the school's behaviour policy. Copies of this policy can be obtained in school or via the school website.

Parents will be informed of any unacceptable behaviour in Wraparound Care. Incidents or racist incidents will be logged and reported to the Headteacher.

The school leadership team reserve the right to exclude any child/children who persistently display/s any form of behaviour deemed unacceptable following the procedure below:

Application of EP Collier's Behaviour management policy

Verbal communication of problem in attempt to resolve issue;

Written communication of problem in attempt to resolve issue;

Meeting with the school leadership team in attempt to resolve issue;

5) Exclusion from Wraparound Care

Staff will be consistent in applying agreed procedures. Staff will model good behaviour.

EQUAL OPPORTUNITIES

We are committed to providing services that cater for all needs of the children.

Wraparound Care recognises that children have wide ranging needs and will endeavour to meet those needs.

Please refer to the school's Equal Opportunities Policy.

SPECIAL NEEDS (SEND children)

Wraparound Care will support children with special needs, where this can be accomplished within Wraparound Care staff ratios and premises.

Transition programmes will be put in place where needed. Any transition carried out will be discussed with the leadership team, parents and child's teacher/SENCO. Any visits to Wraparound Care prior to the child's starting will also be arranged.

If additional staff members are required to meet specific special needs, provision will be subject to securing additional funding.

For further information, please refer to the school's inclusion policy.

FIRST AID AND ACCIDENTS

A first aid kit will be kept on site at all times along with an accident log book.

These will be kept in a designated area.

Records will be kept of any children registered with Wraparound Care who suffer from asthma, epilepsy or any other form of illness/disability and be easily accessible.

All accidents will be dealt with by a qualified on-site first aider and will be fully recorded on an accident form. Parents will be informed of any accidents when children are collected and usual school procedures followed. Emergency services will be called in cases requiring their assistance. The parent/carer will be contacted immediately.

ILLNESS

It is our policy that if a child should present with any of the following symptoms, the person in charge will contact the parents as soon as possible to arrange for the child to be collected. In an emergency, the person in charge will seek medical advice for the child and inform the parent as soon as possible.

Symptoms and illnesses that require a child not to attend Wraparound Care:

a high temperature (feverish) – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

Diarrhoea- should remain absent from school for 48 hours

Vomiting- should remain absent from school for 48 hours

Chickenpox

Measles

Meningitis

Hepatitis

Other illnesses that are easily spreadable between children or adults.

If a child becomes ill whilst attending Wraparound Care, a member of staff will contact the parent/carer.

SAFEGUARDING POLICY

EP Collier recognises its legal duty to protect children from harm and respond to child abuse. Every child, regardless of age, has at all times and in all situations, a right to feel safe and protected.

EP Collier Wraparound Care has a responsibility for the care, welfare and safety of the children that attend Wraparound Care. In order to achieve this, all staff in whatever capacity will, at all times, act

proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

Please refer to the school safeguarding policy.

CONTACT DETAILS

It is expected all children will be collected by 6pm. If however, you need to reach the team because you might be late to collect your child please use the contact information below:

Contact Details	
School Office (to 4.00pm Monday to Thursday and 3.30pm on Fridays) After School Club DDI	0118 9375470 0118 2147107
Email (after 4.00pm Monday to Thursday and after 3.30pm on Fridays)	**Please email both contacts below:** adavis@epcollier.reading.sch.uk vgomes@epcollier.reading.sch.uk