


The Aylesbury Vale Academy Trust



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

Wrap Around Care Policy

Policy Reference:	P001
Description:	
Status:	
Policy Audience:	Parents/carers
Academy Contact:	Primary Headteacher
Other related AVA policies and procedures:	
Governor Committee:	N/A
Approved by the Principal on:	13.11.2024
Latest Date for Next Review:	13.11.2025
Version + Schedule of Amendments:	V1 – New policy
Signed:	
Date of Signature:	13.11.2024

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

Contents	
Introduction	2
Aim	2
Current Provision	2
BREAKFAST CLUB FROM 7:40AM UNTIL 8:30AM	2
AFTER SCHOOL CLUBS	2
Booking and Registration	3
Food Preparation	3
Allergies and Medical Considerations	3
Organisation	3
Resources	4
Behaviour	4
Communication with Parents	4

Introduction

This is a school where we aim to go beyond the expected to make the lives of children better.

We are proud of our non-selective, fully inclusive status and believe that children and young people, regardless of their background, ability or circumstances can thrive and succeed here. That is why we place respect, aspiration and resilience at the heart of everything we do.

As a large all-through school, we can offer learners an ambitious range of opportunities in and beyond the classroom. We place significant importance on academic excellence through high expectations but value, just as highly, the wide range of experiences learners can access. It is this balance which helps to ensure that learners are fully rounded individuals who can make a positive contribution to society.

AVA Primary Wrap around care provides a professional and nurturing environment for school age children, Reception to Year 6, with their known key workers and other school support staff. Our spacious setting is ideal for the children to enjoy a range of activities including adult and child led. Our activities include games, dancing, computing, sport, simple baking, arts and crafts and much more!

Aim

- To provide a welcoming, safe, secure environment for pupils before the beginning and end of the school day.
- To provide an affordable, early drop off childcare facility for working parents/carers.
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.
- To provide children with a snack or light meal at the end of the day in a pleasant and relaxed environment.

Current Provision

BREAKFAST CLUB FROM 7:40AM UNTIL 8:30AM

Breakfast club doors open at 7:40am and close when the school gate opens at 8:30am. We provide a healthy breakfast until 8:10am for those that attend breakfast club, consisting of a variety of cereals, toast with various spreads and drink options.

AFTER SCHOOL CLUBS

We offer two after school childcare options to suit parental need running alongside each other. One **runs until 4:30pm**, where we provide the children with a healthy snack and drink alongside

their activities. The **other runs until 6pm**, where we provide a light tea consisting of either sandwiches, crackers, toast, pasta and other light options along with vegetables, fruits and drink.

We do allow flexible pickups from the after-school club and can accommodate bookings for sessions up until 11pm the night before the session is required.

Booking and Registration

All bookings are made via the School Gateway app and must be paid for in advance. The school office will only be able to book children on in emergencies and there must be money on the account to do so. Children must be dropped to the door by a supervising adult, they must not arrive on their own. Children will be registered by a member of staff as they arrive. These registers are available online via the school gateway system.

All parents must sign their child out when collecting at the end of the school day. The register will be kept by the door in the hall at all times.

Any child who is not booked into breakfast club but arrives with an adult will be asked to wait for the gate to open, we are unable to take children who are not booked in.

Any child arriving at a wraparound club without being booked in will be taken in but charged for the club and for an additional late booking fee of £20 per child per session.

Any child not collected on time from after school club will be dealt with in line with the late collection policy.

Food Preparation

At least one member of the Wrap Around Care team hold the relevant Food Hygiene Certificates and these are maintained within the required timeframes.

All food is prepared in line with School Food Standards recommendations and will be freshly prepared for those requiring this service.

Bowls, plates, cups and cutlery are purchased for the sole use of Wrap Around Care and are washed daily.

Allergies and Medical Considerations

Parents/carers are required to inform the school of any allergies and dietary requirements children have before they commence attending Wrap Around Care. An individual healthcare plan must be completed before they are able to attend.

Medication may be administered at the discretion of the staff and only when the school's policy on Administering Medicines is followed. With respect to the school's policy, only prescribed medicine will be administered if accompanied with a medicine form completed and signed by a parent/carers. Forms are available via the school office.

If inhalers are needed during the course of a session, the staff are aware of where these are kept in school. The nominated member of staff is informed and parents are notified when inhalers are administered.

Organisation

Children will be admitted and registered through the Hall door for Breakfast club and via the library for After School club.

Breakfast will be served as soon as the children arrive and children are asked to sit at a table to eat. Once children have finished their breakfast children are asked to help with tidying up equipment, toys and games used.

The Breakfast Club staff then take the children to the classroom where a Teaching Assistant takes over supervision while the Class Teacher meets the rest of the class.

After school club children are taken to the library at the end of their school day and registered there. If they are attending an enrichment club they are taken to the hall once the club has finished.

Each child's details, medical conditions, parent contact details and additional emergency contact information are available to staff.

Resources

Wrap around club resources are kept in the Hall. All electrical equipment used is part of the school's regular PAT testing schedule.

Behaviour

The school rules are outlined in the behaviour policy and this is relevant to wrap around care provision. Any behaviour concerns are communicated to parents via the school office in the first instance or at drop off and collection directly with the person authorised to collect.

Whilst we recognise the importance of this provision being a more relaxed, less formal experience for children, we retain the same high expectations of pupil conduct, manners and behaviour which enables all pupils to enjoy the session within a safe, welcoming and structured environment.

Communication with Parents

As part of their role, the Wrap Around Care Staff pass on any relevant information to the class teacher (e.g. a child's concerns, feeling unwell, etc). It remains the responsibility of the parent/carer to provide instructions in writing of pick-up arrangements, etc as per the usual school routines.

Parents/carers may speak directly with the Wrap Around Care Staff in the first instance to discuss matters/issues pertaining to the Wrap Around Club. Where parents/carers are not satisfied that their issue has been adequately dealt with, they may arrange to speak to the Headteacher but must first put their concerns in writing.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of Wrap Around Care, will have enhanced DBS clearance. DBS information is recorded on the school's Single Central Record.

The Wrap Around Care Staff will follow the school's policies and procedures for child protection and safeguarding.

Where ICT equipment is used, they must also follow the school's Internet Safety and Cyber Bullying Policy.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the Hall or classroom door Fire Exit. They will line up at the assembly point to be registered. The club register is taken outside and all names called.

Risk Assessment

A full and detailed risk assessment is in place and covers all aspects of Wrap Around Care provision. A 'working copy' of this risk assessment is kept in the Wrap Around Care admin file and is reviewed periodically with the Headteacher or Assistant Headteacher, which take place regularly on a formal and informal basis.

This risk assessment does not include pupil specific measures. If pupils who attend Wrap Around Care Staff have specific needs (medical, dietary, medical) a separate risk assessment is written.

Confidentiality of Documents

The following confidential documents are locked away in the office after each session:

- Contact details
- Children's medical information

Charging

All charges made to parents/carers for the use of our Wrap Around Care are calculated to facilitate the smooth and efficient running of the facility. The school is not permitted to make a loss on such provision (i.e. the school's allocated education budget cannot be spent on subsidising before or after school care) and therefore reserves the right to review charges in light of attendance, change in cost of provisions or the need to employ additional staff.

Charges may be revised up or down and where this is the case, at least one month's notice will be provided.

Any profits made (i.e. money taken in over and above expenditure on the Wrap Around Care) will be used to enhance Wrap Around Care provision and will not be used for any other purpose. It is neither an intention or desire that the Wrap Around Care generates more revenue than is required to run the club. The Wrap Around Care will endeavour to make no more than 1 change to the pricing structure within any one academic year (September to July).

Where the service runs at a loss for a period of time, or where the numbers of children using the service fall below the minimum required to 'break even' the service may cease to exist.

Cancellation

It is not always possible to call upon a bank of staff to run Wrap Around Care should the required staff become unwell. It therefore may be necessary to cancel the club. On rare occasions, this may be at short notice. Where possible, parents will be notified the day before that the club has been cancelled. A credit will be issued for sessions paid for where the school has cancelled the club. Parents will be notified via email and any alternatives communicated as early as is practical.

Refunds

Parents/carers book and pay for places at Wrap Around Care in advance and up until 11pm the day before the session. Parents are unable to book on the day. This enables Parents flexibility to purchase the correct provisions for each session. We will be unable to offer a refund if a child does not attend, is ill or for any other reason. However, if the school cancels the club, a credit will be issued to that club for future use.

Complaints

The school's Complaints Procedure, which is posted on the school website, will be followed should a parent/carer have a complaint about any aspect of our Wrap Around Care provision

Related Policies

- Attendance Policy
- Safeguarding Policy
- Parent Partnership Policy
- Equal Opportunities Policy
- SEND Policy
- Complaints Policy
- Late Collection Policy