



WRAP Club

Wyke Primary Academy

Breakfast and Afterschool (Wrap) Club Policy



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Policy Statement

Wyke Primary Academy Breakfast and Afterschool club, known as Wrap Club, was established to help meet the needs of our pupils, parents and carers and followed the vision and values of the school. The Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all.

Aims

We aim to provide a secure, safe and welcoming before and after school facility for children whose parents are unable to bring their children to school at 8:45 am and collect at 3:10/3.15pm.

Objectives

To provide a secure, safe and welcoming environment for pupils from 7:30am – 8:45am and 3:10pm – 6:00pm.

To provide an affordable service for working parents and carers.

To enable pupils to eat a healthy and varied breakfast before the start of the school day, and provide a snack after school in a pleasant, relaxed environment.

To employ competent supervisory staff who uphold the vision and values of Wyke Primary Academy.

Charging Policy

Wyke Primary Academy charges for Breakfast club and Afterschool Club to cover the cost of staff engaged to provide extended activities and the healthy food provided.

Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at Breakfast Club and/or Afterschool Club to a child. In this instance, the cost would be subsidised from wider school budgets. Any parents wishing to access this should speak to the school office initially.

Procedures

Staffing

There is a minimum of 3 members of staff on duty, with at least one trained first aider.

The Designated Safeguarding lead or Deputy Designated Safeguarding lead will be contactable during Wrap Club hours.

The staff have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development.

Booking Arrangements

Wyke Breakfast Club and Afterschool Club have places for a maximum of 32 children attending on any one day.

All parents/carers are required to complete a registration form prior to their child(ren) attending.

The registration form will remain active for the academic year. Parent/Carers must update their registration at the start of the next academic year. Parents/Carers must book their child in to the Clubs at least 48 hours prior through Scopay. Late bookings may be available through contacting the school office during opening hours.

The Clubs will endeavour to accommodate everyone as much as possible and as fairly as possible.

The current session charges are published on our website at <https://www.wyke.kite.academy/parents/wrap-extended-school-provision/>

A Sibling discount is available when booking one child at the full price. Discounted sibling prices will be applicable to the cheapest session booked. Wyke Primary reserve the right to remove the sibling discount.

Payment should be made in advance. Parents paying through Childcare vouchers should arrange payment in advance of booking spaces where possible. If a Childcare Voucher payment is made after the space is booked, the school office should be advised of when the payment will be received.

It is expected that parents will not go into arrears and any arrears of more than two weeks will be referred to the Academy Head. The parents/carers use of the club will be reviewed and future bookings may be cancelled. The parent will be advised in this instance

If a child is picked up after 6:00pm there will be a £10 charge to cover the cost of staff overtime. There will be a further £10 charged for every 15 minutes thereafter. Please contact Wrap club (Option 5 on the school phone number) as soon as possible to inform if there is an emergency or late collection.

Use of Registers

Children are registered as they arrive to both clubs. When children are collected from Afterschool Club the staff member signs the children out to say who has collected and the time. The Admin Officer retains the registers which are kept in the office.

In case of an emergency, all staff and children will evacuate the building. Staff will escort children to the designated muster point on the school field and the register taken.

Organisation

The Breakfast Club and Afterschool Club are open to all pupils from Reception to Year 6.

Breakfast Club is held in the hall where food is served and activities are organised. For breakfast drop off use the doorbell in the school office entrance let staff know that you have arrived.

Afterschool Club is held in Year 1 with use of the outdoor area. Please use the buzzer on the first gate to let staff know that you have arrived to collect your child.

Pupils are welcome to the Clubs by staff who register the children. Younger children are assisted with their outer clothing and bags.

At Breakfast Club children are asked what they would like to eat and drink. Breakfast is served to them and the children are able to select what they would like to eat

The preparation and serving of food finishes at 8:15am in Breakfast Club to enable staff to wash up and clear away in time for they start of the school day. Children arriving after this time who have not eaten at home will be fed, but from a reduced menu. Parents/carers should avoid causing this difficult situation if at all possible.

At Breakfast Club all activities are cleared away by staff and children by 8:30am so that the children may join their peers in their classrooms. The supervision of Breakfast Club children is handed over to other members of staff at that point. All children are escorted directly to the playground or handed over to the class teacher if in Reception.

After breakfast, children may join another table where activities are laid out or choose to play or chat with friends.

Toilets are available in school for use by staff and children.

At Afterschool Club the children have a snack when they arrive and then a healthy snack is available during the session.

At Afterschool Club children have a time before and after snack to join tables where activities are laid out or choose to play or chat with friends. Activities include outdoor games.

At After School Club all activities are cleared away by 17:45pm and children have a quiet time (story or other similar activity) before the end of the club.

The child's details are kept in the school office and all staff know how to access this.

The school also log information about any special dietary requirements and any medical conditions and/or allergies.

School held children's medicines are taken to Afterschool Club as required.

The school telephone number is used by the clubs between 8:30am and 6pm.

Communication with Parents

A brief, informal chat with parents bringing and collecting children is possible, although consideration of others should be given at this busy time.

Parents may make appointments with the Club managers or Academy head to discuss matters regarding Wrap Clubs.

Notifications of closure, payments, etc will be made by the school office by email.

Emergency Evacuation Procedure

Fire: Fire alarm sounds. Exit the rooms using the fire exits and meet at the muster point on the school field. Line up and register taken.

Lockdown: Fire alarm pulses or alert made by member of club. Children moved to Year 1 classroom. External doors locked. Register taken and call to Academy Head to confirm Lockdown.

Staff are updated with the latest school emergency procedures.

Illness

The club has the right to exclude any child with an infectious disease, for example, sickness and diarrhoea or impetigo, for a period of up to 48 hours or until the child is no longer infectious.

Medication

The Clubs will only administer medication that has been prescribed by a doctor and where parental permission has been given in writing, in line with the school's Welfare Policy.

First Aid

First aid will be administered in line with school procedures, with reference to the health and safety policy.

At least one member of the club will hold a current first aid qualification.

Risk Assessment

A risk assessment is carried out for Wrap Clubs on an annual basis. A copy is kept in the Wrap file.

Confidentiality of Documents

Documents relating to the Clubs are treated as confidential and are kept in the School Office in line with the schools Data Protection Policy

Complaints

All complaints notified verbally or in writing by a parent/carer of a child attending the clubs will initially be investigated by the managers. The Academy Head will be kept informed and will be involved in the final decision, in line with the school's Complaints Policy.