



Swallows

Wraparound Childcare Policy

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Statement of intent

The government expects **all** schools to have wraparound childcare on the school site, unless there is a reasonable justification not to, having considered all support available.

Wraparound childcare is defined as childcare that ‘wraps around’ the conventional school day, i.e.: provision directly before and after the school day, during school term time for school-age children. It also refers to childcare provision in the school holidays.

There are many benefits to wraparound childcare, for children, families and schools. These can vary, but may include: activities

- Enabling parents to work or study.
- Supporting vulnerable children.
- Offering enriching activities that children enjoy.
- Attracting parents to the school.
- Supporting a soft start to the school day and attendance.
- Investing fees into the school.

Parkfield School believes in creating a safe, welcoming and stimulating environment for all the children in its care and will support parents to access affordable and convenient wraparound childcare by delivering, or facilitating provision that is child-centred, easily accessible, and responds to the needs of their families.

Parkfield School aims to provide a safe, secure and friendly out of school hours environment for children under the supervision of qualified staff.

1- Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE ‘Health and safety: responsibilities and duties for schools’
- DfE ‘Keeping children safe in education’
- DfE ‘Wraparound childcare: guidance for schools and trusts in England’
- DfE ‘Responding to requests for wraparound childcare’
- DfE ‘Charging for school activities’

This policy operates in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- Child on Child abuse Policy
- Attendance and Absence Policy
- Behaviour for Learning Policy
- Charging and Remissions Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Data Protection Policy
- Finance Policy
- First Aid Policy
- Health and Safety Policy
- Whole School Food Policy

2- The Key Aims of the club are:

- To provide the highest possible standard of care in a safe, secure, caring and supportive environment, where the children feel comfortable and happy before and after the school day.
- To provide a relaxed and informal environment which promotes a balance of free and directed play.
- A wide variety of fun, creative and stimulating activities.
- Access to outdoor play.
- An opportunity to socialise with other children.
- To provide an affordable service to parents/carers.

3- Opening Times

Swallows club will open term time only, Monday to Friday, for those children who attend Parkfield School. Times and cost are as follows:

Swallows Morning Club:

- 7.50am - 8.50am (£3.80)

Swallows Afterschool Club:

- 3.30pm - 4:30pm (£3.80)
- 3.30pm - 5.30pm (£7.60)
- 3.30pm - 6.00pm (£9.50)

The following sessions are available for those children who take part in an onsite club/activity:

- 4.30pm - 5.30pm (£3.80)
- 4.30pm - 6.00pm (£5.70)

Swallows club is run by school staff, all of whom are enhanced DBS checked and meet all of the school's employment requirements. Appropriate adult-to-child staffing ratios are maintained at all times to ensure a safe and supportive environment.

Parents/carers must ensure that they pre-book the club using the online booking system to support a smooth and efficient transition for all children.

Attending the club without prior booking will not be permitted. This policy is in place to maintain the quality and safety of our provision.

4- Arrival Procedure

Parents/carers must accompany their child to the club entrance and ensure that the child is handed to a member of the Swallows staff. The staff member will then check the child's name against the booking register.

5- AM Session

Children are welcome to have breakfast whilst at the club. If the Parent/carer would like for the child/ren to have breakfast they must ensure that they arrive on time. Breakfast is served between 07:50 - 08:15.

Children can choose from a nutritious breakfast, which includes cereal, toast, fresh fruit and milk or water.

Children are welcome to bring their own snack/food as a packed lunch if they wish.

All food is served by Swallows staff who have completed certified Food Hygiene training, ensuring safe and hygienic food handling at all times.

6- PM session/s

At the end of the school day, class staff take the children from class to the Swallows club, located off the main hall.

Children will be registered as they are admitted by a member of staff on duty, against the booking register. The register will be kept in the club during the session, and stored in the office outside of club hours.

Children are welcome to have a healthy snack whilst at the club. The snack varies each day and includes one of the following: fresh fruit/raisins/popcorn/bread & spread sandwich and water.

Children are welcome to bring their own snack/food as a packed lunch if they wish.

All food is served by Swallows staff who have completed certified Food Hygiene training, ensuring safe and hygienic food handling at all times.

Children are given the space to complete homework and supportive school staff are available to help where possible.

7- Activities

The club provides a variety of free play and structured play (indoor and outdoor) with a broad range of activities and freedom for children to choose their own activities. Resources include: books, construction toys, small world play and a variety of board games and puzzles.

8- Collection Procedure

Parents/carers must ensure that the child is collected within the time booked. Collection exceeding the time booked will be charged full rate of the following session/s regardless of the length of the overrun.

Children should be collected directly from the Swallows Club. If someone else will be collecting your child, they must be aged 18 years or over. Parents/carers must inform the school office in advance of any changes to collection arrangements so the Swallows team can be notified.

If a child is not collected by 6:00pm and no contact has been made by the parent/carer to inform the school of the delay, the following procedure will be followed:

- The staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts.
- If no one can be reached using the provided contact numbers, the police will be contacted to check if there have been any accidents involving the listed contacts. The situation will be explained and advice will be sought.

An additional charge will apply for any child collected after 6.00pm.

9- Emergency collection arrangements:

If another adult will be collecting your child, please inform the school office with the name and contact details of the person in advance.

It is essential that we have up-to-date emergency contact names and telephone numbers. It is the responsibility of parents/carers to ensure that the school holds current contact details.

10- Booking and Payment Arrangements

Wraparound care is an optional extra and must be paid for in advance. 'Optional extra' activities are those which take place wholly or mainly outside academic hours, but which are not provided as part of the syllabus and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.

Participation will be on the basis of parental choice and a willingness to meet such charges as are made. Any charge made in respect of individual children may include an appropriate element for the following: materials; other equipment; non-teaching staff costs; insurance costs etc.

- Places at the club are allocated on a strictly first come, first served basis.
- The advertised price includes the cost of food (breakfast/snack) regardless if your child will be eating or not.
- All sessions must be paid for including absence and sickness days and all payment is strictly in advance.
- Attending the club without prior booking will not be permitted.
- Charges are subject to review and may be adjusted from time to time to reflect costs.
- Enquiries for bookings/payments etc. regarding Swallows club must be made to the school office:
 - Email: office@parkfieldschool.co.uk
 - Phone: 01823 282125.

Deadline for booking the club is 6.00pm Thursday of the previous week - this is to ensure that the afterschool club team can put the appropriate staffing levels in place to supervise children, maintain adult: child ratios and also order the appropriate stock levels of food. All booked sessions must be paid for at the time of booking. The 6.00pm Thursday deadline also applies to any changes to bookings or cancellation of bookings.

Changes/cancellation/amendments after the deadline are non-refundable regardless of the reason.

Parent/carer need to notify the school if the child will not be attending if they were booked to attend the club.

The school reserves the right to withdraw the services for repeat non booking/late booking.

11- Fees and Payments

Wrap around care is offered to only to pupils of Parkfield Primary School during term time only. Fees are charged per session although you may bring and collect your child within the times booked to suit your personal requirements.

Swallows Morning Breakfast Club:

- 7.50am - 8.50am (£3.80)

Swallows Afterschool Club:

- 3.30pm - 4:30pm (£3.80)
- 3.30pm - 5.30pm (£7.60)
- 3.30pm - 6.00pm (£9.50)

The following sessions are available for those children who take part in an onsite club/activity:

- 4.30pm - 5.30pm (£3.80)
- 4.30pm - 6.00pm (£5.70)

The booking system works on a pre-payment basis. Therefore, when sessions are booked, payment must be made at the time of booking. Bookings and Payments are to be made using our online booking system on School Money. If you wish to pay using childcare vouchers, please speak with a member of the office team for more Information.

There is no discount for those children not having breakfast/snack, the fee includes the price of the food. If you think you are not going to be able to collect your child on time, please notify the school office immediately. Any child who is not picked on time will be charged for the next full session.

12- Childcare Voucher/Tax-free payments

We accept Childcare Vouchers for Swallows sessions; our OFSTED number is 123714. To ensure that making a payment is as easy and stress-free as possible, please make payment well in advance. Child Care voucher and HMRC tax-free payments take between 3 – 5 days to reach us so please allow two weeks from the payable date when you send them and for our finance team to credit your child's online School Money account.

In order for us to process Childcare voucher/Tax-free payments and ensure the payment is correctly allocated we will need the following details:

- 1- Details of the Childcare Voucher Provider.
- 2- Payment reference.
- 3- Payment amount.
- 4- Date the payment is reaching the school account (not the date the payment was made).

Once you make a voucher payment, please notify the school office by sending an email including the above details.

We are not able to process payments set up in advance. The online account will be manually credited once the payment has been processed.

13- Cancellation

In the event of closure due to circumstances beyond our control, for example weather or an outbreak of illness enforcing a school closure, we will offer credit only.

A member of school staff will endeavour to contact individuals by email, text or telephone.

During adverse weather conditions the Swallows club will follow the School Closure procedure which can be found on the school website.

14- Refunds

There will be no credits, refunds or alternative sessions for sessions already booked but not attended, including in cases where your child is absent due to illness or the incorrect booking being made by the parent/carer. Parents/carers may amend existing bookings up until the designated cut-off time.

15- Responsibility for payment

The responsibility for payment of fees/charges lies at all times with the parents/carers.

16- Debt recovery procedures

Where there is an outstanding payment yet to be received and the acceptable credit period of 5 working days has surpassed, a reminder email will be sent via the online booking services. Official invoice will be created outlining the value and reason for the debt, as well as the debtor's identity.

Upon creating the invoice and stipulating a date on which it must be paid by, there will be acknowledgement from the school that the debt has been set up.

17- Verbal and written overdue payment reminders

Overdue payment reminders are outlined below:

- Initial reminder – informal in-person, telephone or email correspondence notifying the individual of debt with the date and time officially recorded.
- First formal written reminder – an official, dated letter addressed to the debtor which will be written up two weeks after the first informal reminder and will acknowledge that it took place.
- Second formal written reminder – this will arrive two weeks after the second reminder, citing the details of both previous reminders and stating that concerted efforts have been made to make the person aware that an outstanding debt is overdue.

18- Failure to respond

If overdue payment reminders are not responded to, another letter will be sent to the debtor advising them that the case has been to the school's legal advisors and governing board.

It is then for these parties to agree on a timeframe for a repayment or, if necessary, a payment plan for separate instalments. The school expects that the debt should be repaid as soon as possible, particularly after repeated reminders.

If there is a case where the debtor is deemed to be refusing to pay without sufficient reason, the school may consider involving the LA's legal services to resolve the issue and recuperate owed funds and withdraw its services.

19- Behaviour

The club will operate the same Behaviour for Learning Policy as the school and any incidents of inappropriate behaviour will be reported to the Headteacher and the club leader will speak to the parents/carers of the child(ren) involved. The school reserves the right to exclude pupils from the Swallows for non-compliance with these Terms and Conditions.

20- Fire procedures

All children will be escorted to the Fire assembly point (Blue playground on the field), following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the playground until further instructions are given.

21- Illness

If you suspect that your child may be unwell, please ensure that you inform the school office. Should they become unwell during a session it may be necessary for you to collect them before the end of the session.

22- Medical procedures

Swallows provision follows the same procedure as during academic hours.

Pupil information including allergies and emergency contacts will be held by the Swallows staff.

Please ensure that the school is informed of any changes to any information: whether it is contact details or medical. It is the responsibility of parents/carers to inform the school about any medical needs the child may have.

Inhalers, epi pens, antibiotics can be given and we will follow the instructions that have been set out when you complete the normal school form.

Any medication administered by the school during the school day will be passed to the club leader to be handed back to the parent /carer.

23- Related policies

Swallows club follow the policies of Parkfield Primary School. The club is also covered by the school's risk assessments.

24- Other information

Swallows is outside the educational provision of the school normal academic hours.

We are committed to providing an inclusive environment and will consider reasonable adjustments to support children with Special Educational Needs (SEN) who wish to attend the club.

Each child's needs will be considered on a case-by-case basis. We will work closely with parents/carers to discuss any specific requirements prior to the child joining, ensuring that appropriate support can be planned and implemented where possible.

Please contact SENCO via the school office to discuss this, prior to booking wrap around care.

25- Contacting Swallows club

Enquiries regarding Swallows club must be made to the school office, staff will take your message and share it with the club manager.

- Phone: 01823 282125
- Email: office@parkfieldschool.co.uk

26- Concerns

If parents/carers have any concerns they should, primarily, be directed to a member of Swallows staff. If the matter is not resolved parents/carers should contact the Head Teacher.

27- Confidentiality

It is a legal requirement for wraparound care to maintain information for the children who attend clubs. If there is a concern or an issue arises concerning safeguarding the Child Protection Policy will take priority over confidentiality.

The wraparound care scheme follows the school Data Protection Policy which complies with the requirements set out in the GDPR.

28- Health & Safety

The wraparound care follows the school Health and Safety Policy and accepts its responsibilities under the Health and Safety at Work Act 1974, for providing a safe and healthy workplace and working environment for all its' employees, pupils, visitors and other persons who may be affected by its activities. We aim to ensure the health, safety and welfare of all children and staff by creating an environment that is safe and without risk to health.

29- First Aid

First aid will be administered in accordance with the School's First Aid policy.

30- Period of Operation

If usage of the Swallows club reduces to such an extent that it is not cost effective the Swallows club will cease to operate. Parkfield School reserves the right to give one month written notice to parents/carers if the Swallows Club is to cease operation.