



**Danesfield School**  
**The Den Wraparound Care Policy**

<b>Issue date:</b>	<b>September 2020</b>
<b>Reviewed by:</b>	<b>SLT</b>
<b>Review frequency:</b>	<b>Annually</b>
<b>Approved by:</b>	<b>Full Governing Body</b>

**Aims**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends
- To enable pupils to eat breakfast before the start of the school day / have an after school meal in a pleasant, relaxed environment
- To provide a calm play environment for pupils
- To encourage physical activities to promote healthy living
- To provide a useful service to parents / carers

**Fees and administration**

- All children who will be booked into the service must be pre-registered
- Only parents / carers who have completed this will have access to the online booking system [www.Schoolgateway.com](http://www.Schoolgateway.com)
- Regular bookings should ideally be made a month in advance to ensure you get your place
- Bookings can be made up to the day before, subject to availability
- Payments are due at the time of booking
- All payments are made online using Schoolcomms
- 2020--21 fees are as follows:

- Breakfast Club - £5.00
- After-school Club - £13.50
- Full week Breakfast - £22.50
- Full week After-school - £60.75
- After-school Club (pick up before 4.30pm)- £10.00
- Late collection fee - £5 per 10 minutes, per child
- Fees for the service will be reviewed annually and parents / carers will be informed by July if they are to rise for the following September
- Parents / carers using Childcare vouchers must make the transfer of funds in good time. When the funds arrive in the school account, a credit will be added to your account which will allow you to make bookings without further payment.
- Complete cancellations must be made a minimum of 2 weeks in advance. A small admin fee may be charged. Cancellations within 2 weeks of the booking will not be accepted
- Booking changes can be made by contacting [den@danefieldschool.co.uk](mailto:den@danefieldschool.co.uk) You can swap to an alternative day if there is space available

## **Illness**

- It will be possible to rearrange, but not cancel, a booking if a child is ill, provided that the Den manager is notified on the day. This cannot be done after the event, the booking will stand
- If a child is absent from school on a day where they are booked into Wraparound care, the parent / carer should contact the Den manager if they wish to move their booking to another day. No refund will be available in this instance
- Should a child be taken ill or have an accident, whilst attending the care, that may require rest or treatment, the Den manager will contact the parents / carers using the registration details provided advising them of the situation and to arrange collection
- If the parent / carer cannot be reached, we will leave a message and call the next person on the list.

## **Timings**

### **Breakfast club**

- This will run from 7.30am until the start of school
- Breakfast will be served between 7.30am and 8.20am. Children arriving after 8.20am will not be given breakfast

### **After-school club**

- This will run from the end of the school day until 4.30pm / 6pm (whichever is booked)
- Children staying until 6pm will be given an after-school meal at approximately 4.30pm
- Late collections will incur a fee (see Fees and administration)

### **Late Collection**

- If no-one has come to collect a child by 4.30pm / 6pm (whichever is booked), a late collection fee of £5 per 10 minutes will then apply
- If no-one has come after 10 minutes, we will use the phone numbers listed on the registration form to find out what the reason is. If this is unsuccessful and we have had no response by 30 minutes, the manager will contact the Headteacher and then the local police to ascertain if there have been any incidents which may have caused an issue, and to seek further advice.

## **Organisation**

- Upon arrival, children will be ticked on the register by a member of staff
- After Breakfast club, KS2 pupils will be sent to the KS2 playground. KS1 pupils will be delivered to the member of staff on duty on the KS1 playground
- For After-school club, children in KS2 will go to the club independently. Children in KS1 will be taken by a TA
- If a child who is booked into Wraparound care does not arrive at the Den, the manager will check the school attendance system to see if they are absent. If they are not absent, they will contact the class teacher to enquire if they were sent home ill after the register or have gone to a club. If this is not the case, they will call the parents / carers. If the parents /carers are unable to explain the child's absence from the club, missing child procedures will then be followed.
- Drop off and pick-up must take place from the main entrance and access to this will only be through the main car park gates. Other gates will be locked for safeguarding and safety reasons to protect staff and children.
- Children may only be collected from after-school club by authorised named people. Those collecting the child will be asked to sign them out. Should a person who is not named arrive to collect the child, the manager will call the parents / carers to enquire and gain verbal authorisation.

## **Behaviour**

- The clubs will follow the same behaviour policy as Danesfield School
- Parents / carers will be informed of any behaviour concerns at pick-up
- Children whose behaviour puts themselves, the staff or other children at risk may be asked to resign their place at the club.

## **Policies and procedures**

The clubs will follow the Danesfield School policies including:

- Behaviour
- Child Protection
- Complaints
- Emergency Plan and Procedures
- Equalities and Cohesion
- Health and Safety
- Supporting Pupils with Medical Condition
- Staff Code of Conduct

## **Staffing**

- The Wraparound care will be overseen by the Headteacher of Danesfield School
- The service will be run by an appointed manager who will also be a Designated Safeguarding Lead
- Staffing will be reviewed regularly to ensure that it reflects the number of children attending
- Staff will have the following training:
  - Child Protection
  - Food Hygiene
  - Paediatric First Aid
  - Prevent

All staff will have enhanced DBS checks.

## **Complaints**

Please see the complaints policy on our school website or request it from the school office.