



WRAP Club

Wyke Primary Academy

Breakfast and Afterschool Club Policy



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Policy Statement

Wyke Primary Breakfast and After School 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 8:50 am and collect at 3:10pm.

Objectives

To provide a secure, safe and welcoming environment for pupils from 7:30am – 8:50am 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.

Charging Policy

Wyke Primary Academy charges for Breakfast club and After School Club to cover the cost of staff engaged to provide extended activities and the healthy good 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 After School 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.

The Academy Head and/or other members of school staff are on site from approximately 7:30 until 6pm. The Academy Head is contactable in an emergency outside of these times.

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

Contingency Arrangements for Staff Absences and Emergencies

If a member of the Clubs is absent, they must inform the Manager and/or the Academy Head before 7:15am. Cover will then be arranged.

There are school staff who can cover as required.

Booking Arrangements

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

All parents/carers are required to complete a registration form.

The registration form will remain active for the duration of the child's time at Wyke Primary Academy, but the need for a place at the club must be booked in advance.

Parents/Carers must book their child in to the Clubs at least 24 hours prior.

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

The charge is:

Breakfast Club: £5.90 per session

After School Club: £12.85 per session

Payment should be made in advance.

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.

If a child is picked up after 6:00pm there will be a £10 charge to cover the cost of staff overtime.

Use of Registers

Children are registered as they arrive to both clubs. When children are collected from After School Club the parent/carer signs the children out to say they have been collected.

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 lining up areas on the school field muster point and the register taken.

Organisation

The Breakfast Club and After School 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.

After School Club is held in Reception with use of the outdoor area.

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.

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

As each child finishes their breakfast/snack they are encouraged to clear away their own crockery and cutlery.

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

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

At After School Club children have a time before and after snack to join tablets where activities are laid out or choose to play or chat with friends.

The preparation and serving of food finishes at 8:30 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 8:50am so that the children may join their peers in the playground or walk to 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.

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 registration forms also contain information about any special dietary requirements and any medical conditions and/or allergies. These are kept in the Clubs files.

The school telephone number is used by the clubs between 8:30 and 4pm. Outside of these times a separate mobile is used. The number is available from the school office and will be shared with parents once they have registered their child in WRAP club

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 the Clubs.

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.

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.

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 the Clubs on an annual basis. A copy is kept in the Clubs file.

Confidentiality of Documents

Documents relating to the Clubs are treated as confidential and are kept in the School Office.

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 procedure.