



Wraparound Provision

Communicating Love; Inspiring our
Community to Flourish

2021-2022

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Context

In order to support the school community as holistically as possible, the Houlton CofE Academy Trust provides wraparound childcare for pupils at St Gabriel's CofE Academy. Before and after-school provision reflects the commitment of the school to the children and families it serves and sets high expectations of everyone involved. As such, many of the school policies (for example behaviour) are extended in whole or part to this provision. High-quality childcare providing a range of pre-planned, stimulating activities in a safe and purposeful environment is delivered by suitably qualified, caring members of staff.

Sessions

There are two bookable sessions each school day. A morning session from 07:30-08:45 and an afternoon session from 15:15-18:00 on a **term time only** basis and does not include teacher training days.

Contact

To register interest in attending sessions and for general queries please call the School Office on **01788 222405** or email: childcare@stgabrielscofeacademy.org

During sessions, the team can be reached on the school number and selecting

Option 2.

Attendance

- All parents and carers must register their child/ren on iPal and by completing the registration process, they confirm to adhere to the terms of this policy prior to their child's first attendance.
- Only children attending St Gabriel's CofE Academy are eligible to attend the club. Unfortunately, the club is not available to St Gabriel's Nursery children.
- Sessions are available for all pupils from Reception to Year 6.
- All places are subject to availability.
- Children's attendance is recorded on each session register and matched against bookings.
- Where the setting can accept a child that needs extra support with reasonable adjustments, we will do so.
- For the wellbeing and safety of all users of the provision, if the needs of a child cannot be met with reasonable adjustments to the resources in place, then the setting reserves the right not to offer/withdraw a place.

Booking

Once a child has been registered to attend, parent bookings can be managed by our online booking and payment software, iPal. Parents are encouraged to book sessions as far in advance as possible. If a booking is required with less than 72 hours' notice, please contact the Office directly.

Arrival and departure

Breakfast Club:

- Parents and carers are required to bring their child directly to the Community entrance for drop-off.
- Ringing the bell will alert a member of staff who will arrive to meet and greet. Parents and carers are asked to wait until the child has been signed in before departing.
- Sessions begin at 07:30, children must not be left unattended prior to this time.
- Breakfast options are available to children until 08:15 children arriving after this time may have a piece of fruit.
- Children are escorted to their classes in time for the start of the school day.

After School Club:

- Children attending the session will be collected from their classes and signed in by a member of staff.

- Parents are advised to notify a member of staff if a child is attending extra-curricular activities on site before or after attending Angels club to arrange collection or drop-off.
- For collection, parents and carers are required to ring the bell at the Community Entrance to alert a member of staff.
- Staff may request photographic ID from a parent or carer at collection and check this against permissions gathered when the child was registered to attend.
- Adults will not be permitted to collect a child without explicit parental permission, naming the person (which can be checked by photo ID) or providing a password to members of staff that the collecting adult must state.

Please note the setting closes promptly at 18:00 and all children are expected to have been collected by this time. If a child has not been collected by 18:05, a late fee of £15.00 will be added to the account. The setting reserves the right to withdraw places for persistent late collections.

At the club

Breakfast Club

On entry, breakfast options such as toast, cereal, porridge and fruit are provided which will be served to children until the cut off time of 8:15. A range of play and craft activities are available for children to engage in throughout the morning session.

After School Club

A wide range of planned activities for play and craft, both indoor and outdoor are available throughout the sessions. Playworkers seek the views of children when setting up activities of interest. Children are offered a light meal around 16:30 every session. It is important dietary needs are explicitly shared by parents and carers on registration.

First Aid

In line with the school's First Aid policy, all accidents and first-aid treatments are recorded in our electronic pupil information system. The following information is logged:

- The context – e.g. in during an activity / mealtime / work related
- Injury type and location.
- Treatment.
- Log of the date, time and time out (e.g. minutes missed out of session, if applicable).
- Log of the nature of the accident e.g. hit head on wall.
- Log of who dealt with it.
- Log of the outcome - e.g. what happened afterwards.

- Log of the follow up, if applicable e.g. discussed slippery floor with caretaker.
- Log of location
- Log if the student was sent home, or not.

A full copy of the First Aid policy is available on the school website.

All accidents will be dealt with by a qualified member of staff. Each session will have at least one appropriately qualified member of staff. A fully stocked First Aid kit is available during each session.

In the event a child had a head injury, however minor or becomes unwell, parents or carers will be contacted immediately.

Fees

Fees

The fees for the academic year 2021/2022 are:

07:30-08:45 Breakfast Club - £7.00

15:15-18:00 After School Club - £12.50

Payment

Fees should be paid using the iPAL system in advance. Fees can be paid via childcare vouchers, tax-free childcare accounts or via debit/credit card. All payments should be processed on iPAL. Please note that any payments made by childcare voucher may take up to 5 working days to be processed and received by the school.

Cancellation

Parents or carers may cancel booked sessions by contacting the school office at their earliest convenience. Bookings made for the wraparound provision which are cancelled with less than 72 hours' notice are liable for the full fee. This applies to sessions that are moved to another date.

Penalty Fee - for late collection

Should parents or carers find that they will be unable to collect by 18:00 they must contact the club as soon as possible on 01788 222405 selecting option 2. A penalty fee of £15.00 will be applied for late collections taking place after 18:05.