



# Wraparound Provision Policy

**Headteacher review: Spring 2024**

**Review date: Spring 2025**

## **Aims**

- To provide a safe environment that is supportive and encouraging where children can meet their friends, make new ones, try out new activities, relax have fun and enjoy.
- To help parents with affordable, and safe childcare in a familiar setting.

## **Terms and Conditions**

### **Opening Hours**

The wraparound sessions run from 7.45am to 8.45am and 3:15pm to 5:00pm, Monday to Friday term time only. Term time dates are in line with St Bartholomew's C of E School and can be found on the school website. The club will not run after school on the last day of each term. This service is only available to those children who attend our school.

### **Applying for a space**

- Each academic year or if you have any changes to personal circumstances contained within the form, you will need to complete a booking form, which can be found on the school website: <https://www.stbarts.herts.sch.uk/wraparound-care-provision/>
- Individual session bookings can be made through School Gateway with payment being required at the point of booking – as follows:
- When you login to School Gateway and click on your child's name you will now see three options: Payments, Lunch Money and CLUBS.
- You will then have the option to 'Make a Booking' for Breakfast Club and/or Afterschool Club and the available sessions within them.
- Once you have selected your sessions you will have the option to MAKE A BOOKING. On the After School Club option will note we still have the three different time options available. Select the dates and times you require.
- You will then be asked to PAY NOW. This will take you to the Payment Gateway where your balance owed will appear in either Breakfast Club or Afterschool club or both.
- From here you will be able to ADD TO BASKET and proceed to payment. You can book as many sessions as needed (for siblings too), and just pay once. Payment is required in advance of the session and the system will require payment to secure your booking.
- You have complete flexibility with your booked sessions as they will appear under 'Manage Bookings'. From here you can select, amend and cancel your booking up to 2.30pm the day before for Breakfast Club and 8.30am on the day of after-school Club. For any cancelled bookings a credit will be applied to your School Gateway account. This allows time to plan the correct levels of staffing.

### **Fees**

- Sessions are to be booked and paid for in advance of attending the club via the School Gateway app.
- Payment must be made using School Gateway or cash via a PayPoint outlet (please ask for the QR code.)
- Fees will not be waived through absence or sickness.
- We reserve the right to review fees termly. Notice will be given in writing as soon as practical.
- A fee of £10 will be charged to any child who has not been collected by 5pm (5.05pm – 5.59pm) and thereafter £20 per half hour.

### **Late payment of fees**

In the event that fees are not paid on the due date the club reserves the right to withdraw provision.

### **Arrivals and Departures**

Entry for the morning provision will be through the front entrance of school. Admittance to the after school provision will be straight from their class at the end of the school day where they will be registered with the staff. Children can also join once they have been dismissed from any of the other after school activities.

- Please use the booking system (under 'Manage Bookings' on School Gateway) if you need to cancel the club for any reason. The aforementioned cancellation times are applicable.
- Please collect your child promptly at the end of the session. Otherwise a late fee will be incurred, as detailed above.
- If you have any problems with collection please call the school office on the usual school telephone number 01442 822364. The office is open from 8.30am until 3.30pm, Monday – Friday.

### **Medicines**

Medicines not prescribed by a doctor cannot be administered. As in line with the school's medicine policy, if you have already notified the school that your child is asthmatic, we will hold an inhaler on site.

### **Personal property**

- All items of clothing and personal property should be clearly marked.
- The club cannot accept any responsibility for loss or damage to personal property however caused.

### **Emergency contacts**

- It is essential that the club can contact a parent/carer or alternative emergency contact at all times.
- If you have any changes in emergency contacts, please complete a new booking form before the children next attends.

### **Policies**

The Wraparound Provision follows the policies of St Bartholomew's C of E School. This provides consistency to the children.

### **Child Protection**

All staff follow our rigorous safeguarding children procedures and have an enhanced DBS check. If you have any safeguarding concerns, please contact Mrs. Wall, our Designated Safeguarding Lead (DSL) or in her absence our Deputy DSL's, Mrs. Mowbray or Mrs Jarrold.

### **Complaints**

We sincerely hope that you never have cause to complain but if you do please follow this procedure:

- Firstly, speak to the wraparound staff; your concern may be quickly allayed by them.
- If you are still not satisfied please make an appointment to speak to the Headteacher.
- If you are still not satisfied please follow the school's complaints procedure.