

St. Stephen's CE Primary School



Wraparound Care

Information and Contract Rules

Booklet

2018/2019



*'Let Your Light Shine'
(Matthew 5.v16)*

Our School Vision

We believe, 'there is something potentially wonderful in everyone', and therefore our vision is to nurture and inspire our whole school community, to use their God-given gifts, to be the best that they can be, so that they can let their light shine to the world.

As our vision is to nurture and inspire our children, to use their God-given gifts, to be the best that they can be, we have made a deliberate commitment to ensuring that our children enjoy an engaging, purposeful and enjoyable Wraparound, in which they have a wealth of opportunities to 'let their light shine.' Our Wraparound care provides highly positive, memorable experiences which offer rich opportunities for high quality play and learning. Our pupils, with their many gifts and talents, enjoy a wide range of activities within Wraparound to allow all gifts and talents to be nurtured: some children may have been blessed with creative gifts of design, and therefore need an opportunity within model making to 'let their light shine'. Careful monitoring, investment and school improvement arches across, not only the curriculum offered in school, but the 'Wraparound' care offered outside of the school day, to ensure that all aspects of school life are of a consistently high quality.

COMMITMENT TO QUALITY

St Stephen's CE Primary School aims at all times to provide high quality care for children. We are committed to promoting Equal Opportunities and supporting children with Special Needs.

Quality is represented by:

- The ethos of the school.
- The staff who are responsible for the children.
- The provision of a service which meets the needs of Parents/Carers and their children.
- The resources, which are provided.
- The experience and learning opportunities, which are available to the children.
- The management and organisation of the School.
- Our ability to meet the requirement as set out in the relevant legislation.

Our aims are:

- To provide high quality childcare at an affordable cost.
- To provide highly positive, memorable experiences, which offer rich opportunities for high quality play, learning and experiences.
- To work in partnership with Parents/Carers in order to create the best possible 'Wraparound' care for each and every one of our unique and special children.

MANAGEMENT OF ST STEPHEN'S C.E WRAPAROUND CARE

Overall responsibility of St. Stephen's CE Primary School is held by the Head Teacher, Alison Richardson. The day to day management and organisation of St. Stephen's CE Primary Wraparound Care will be carried out by Miss Tracy Griffiths, supported by our Breakfast Club Supervisor and Teaching Assistants. Regular communication between all school staff takes place to ensure the best care is provided for the children attending Wraparound Care.

St. Stephen's CE Primary Wraparound Care adopts all the policies of St. Stephen's CE Primary School including Safeguarding, Health & Safety, Special Educational Needs, Equality Duty and Behaviour.

Copies of these policies are available on request and if parents have any queries or concerns they should contact the school.

ABOUT ST. STEPHEN'S CE PRIMARY WRAPAROUND CARE

St. Stephen's CE Primary Wraparound Care is open to children from Reception to Year 6 and also any older siblings who previously attended our school. It offers breakfast club from 7.45am to 8.45am and afterschool childcare from 3.15pm to 6.00pm term time only. Children preferably need to be booked in advance on a termly or half termly basis.

'Adhoc' bookings for the **'after school' element** of Wraparound Care may be made, on a weekly or more casual basis as and when required, subject to space being available. For adhoc bookings parents **must** telephone the school office (01388 746426) **no later than 4:00pm the day before childcare is required** to check availability. You can also email ststephensceparents@durhamlearning.net to notify us of any changes or add further sessions for your children.

For breakfast club we would prefer sessions to be pre-booked however for 'adhoc' sessions we are happy to accept children without prior booking.

IMPORTANT NOTE: Children can have the opportunity to attend one of our extra curriculum after school clubs until 4.15pm and then come to the Wraparound Care afterwards. However, please be aware that the fee for this hour will **still be charged** as a place is held open for them from 3.15pm.

The school office is open from 7.45am to 4.00pm and **must always** be the first point of contact for any bookings, queries etc. for Wraparound Care.

For any emergency calls after 4.00pm ie: to inform us if you will be early or late, then parents can contact Miss Griffiths directly via her Wraparound Care mobile phone, the number for which will be given to parents once they have signed their contract. ***NB: This number must only be used for emergency calls.***

CHARGES

Breakfast Club: 7.45am to 8.45am - £2.50

A choice of cereals, toast, pastries and drinks

We appreciate that some parents do not need children to attend Breakfast Club until 8am and are therefore offering a reduced cost of £2.00 for children who arrive between 8.00am and 8.15am.

Children must arrive at breakfast club no later than 8.15am in order for us to have time to feed them before school starts.

After School Care: 3.15pm to 6.00pm - £7.50

A light snack and drinks are included in the costs. It is intended that children will still require a meal when they get home. **We will take children to our Nursery building for the latter part of after school care and they should be collected from there at 6.00pm.** *(Children can bring in a change of clothes if they wish so they can change into comfortable clothing for the session. They should also bring a warm coat, hat and gloves as they will be doing outdoor activities)*

Parents/Carers will be required to sign children in when they drop them off at Breakfast Club and to sign children out when they pick them up from Wraparound Care so that we can keep accurate records and invoices.

Invoices will be produced for the beginning of each half term and will be sent out via email so please make sure to include your current email address on the application form. It would be preferable for all invoices to be paid in full within 7 days, however if you wish to pay in instalments, please contact the school office to discuss options but please note that **all pre-booked sessions must be paid for at least one week in advance.** Short notice bookings and any 'ad hoc' bookings **must be paid for on the day.**

It is preferable for payments to be made by Parentpay however we do accept payment by cash or cheque (made payable to St. Stephen's CE Primary).

Please note that if payment is not received for any sessions then your child's place will be suspended until the debt is paid in full.

If your child is genuinely ill and is unable to come to school then we will not charge for the missed Wraparound care session(s). If you need to cancel any pre-booked sessions for any reason we require a **minimum of 48 hours notice** eg: *for cancelling a Monday we need to know by 4pm on the previous Thursday and for cancelling a Tuesday we need to know by 4pm on the previous Friday.*

Refunds and credits will not be given for days where your child does not attend without this prior notice of 48 hours.

For all invoicing enquiries, bookings, or any other wraparound care queries please contact Deborah Wilson, School Business Manager or Nicola Lawson Office Manager on 01388 746426 or email ststephensceparents@durhamlearning.net

LATE COLLECTION CHARGES

We expect all children to be collected promptly at or before 6.00pm and there will be late charges for collecting after this time except in very exceptional circumstances. The charge for this will be £5.00 for every 15 minutes, for example if you collect your child after 6.00pm and before 6.15pm you will be charged the full £5.00 late fee and if you collect your child after 6.15pm this charge would increase to £10.00 and so on.... Please note that we are aiming to lock up the school at 6.15pm so children **must** be collected promptly on or before 6.00pm.

If parents are not able to collect their child as planned, they must inform us immediately so that we can begin to take backup procedures. ***If parents are persistently late in collecting children then the child's place at Wraparound Care would be suspended.***

ACTIVITIES

Our pupils, with their many gifts and talents, enjoy a wide range of activities within 'Wraparound' to allow all gifts and talents to be nurtured: forest schools, den building, cookery, creative crafts, painting, singing, model making, sewing, ICT and 'Relax Kids' are just some examples of the engaging activities which will be enjoyed during Wraparound.

HEALTH AND FIRST AID

Please do not send your child to Wraparound Care when he/she is suffering from an infectious disease. If your child has had a sickness bug, please make sure your child is free from sickness for 48 hours prior to returning to school.

Minor accidents are recorded in the Accident Book, and a copy of the accident report is given to parents. If any hospital treatment is required, then parents are always contacted after the emergency services have been called. A First Aider is in attendance at all times.

MEDICAL / DIETARY NEEDS

Medication can be administered by a member of staff but only when an 'Administration of Medication' form is filled out. Copies can be obtained from the School Office.

If your child has a current Care Plan in school, this will be shared with Wraparound Care staff. If your child has any dietary needs, these must be clearly stated on the application form.

BEHAVIOUR POLICY

- We encourage children, at all times, to learn good social behaviour from when they start at St. Stephen's CE Primary School and all children are expected to adhere to the school's Behaviour Policy. Parents are responsible for ensuring that children attending Wraparound Care understand that inappropriate behaviour or language is not acceptable. If there should be a problem, it will be discussed in detail with the Parents or Carers. Should the problem persist it may

result in Parents/Carers being asked to remove the child from Wraparound Care.

PARENTS RESPONSIBILITIES

- If a child is absent due to sickness, then Parents/Carers must inform the school office on the day of absence.
- If a child is absent due to a planned holiday and parents need to cancel any sessions we require at least 48 hours notice in order to avoid being charged for the session(s).
- Parents/Carers must always make it known to a member of staff who will be collecting their child(ren). Parents/Carers are responsible for collecting children promptly at the agreed time. This is important as St. Stephen's CE Primary Wraparound Care is staffed on a strict ratio. Please notify office staff immediately of any changes to times required.
- Parents/Carers will be liable for the payment of late pickup charges, as detailed above, these will be applied for all late pickups after 6.00pm
- Parents/Carers must make sure that the school is given up to date contact telephone numbers/email addresses for each person who will be picking up children; to include mobile, home, workplace and any emergency contact numbers.
- Parents or Carers are responsible for paying their invoices on time and making sure that payment is made in advance or on the day for adhoc bookings
- All Parent/Carers will be asked to sign a contract with St. Stephen's CE Primary agreeing to the care arrangements being provided.
- If Parents/Carers are concerned that the childcare we are providing is unsatisfactory then they should contact the Miss Griffiths in the first instance who will deal with the matter immediately. If it is not resolved satisfactorily then the matter can be referred to the Head Teacher and if necessary will be referred to the school's Complaints Procedure (available from the school office or website). All complaints will try to be resolved informally in the first instance.

A Wraparound Care application form and contract must be completed prior to your child starting and this must include up to date contact and medical information.

At St. Stephen's CE Primary Wraparound Care all our staff are screened for working with children by having an enhanced Disclosure and Barring Service (DBS).

To find out further information contact the school office on 01388 746426 or email ststephensceparents@durhamlearning.net