



## Oak Hill Church of England Primary School

### **WRAP AROUND CARE INFORMATION PACK AND REGISTRATION FORMS**

We have produced this pack to answer some questions you may have and to provide important information about bookings, payments, safety and responsibilities. These will affect your child if they attend our wrap around care, either breakfast club or after school club. Please read this pack carefully and contact us if you have any queries or concerns.

We are happy to discuss anything about our wrap around care clubs with you. We encourage families to make arrangements for a short visit to a session if they wish to meet our staff and see the facilities before registering their child. In the first instance, please email us your questions to [admin@oakhill.gloucs.sch.uk](mailto:admin@oakhill.gloucs.sch.uk) or make an appointment to visit us.

Our wrap around care clubs ensure all children have plenty of space to play, socialise and relax. The children have access to the school hall, our outdoor learning area at the rear of school and the school playground including all resources available to the children during break and lunchtimes.

Breakfast club fees include breakfast. After school club fees include drinks and a snack on arrival after school has finished. A variety of activities are organised each day to meet a range of ages and interests. We actively support the children to be involved in the planning and set up of our activities to encourage their positive engagement with, respect for and pride in the clubs available at our school.

#### **This pack contains written information including:**

1. Key aims for our Wrap Around Care Clubs
2. General Information
3. Information on Bookings and Payment of Fees
4. Wrap Around Care Agreement which addresses important safety & security matters and sets out the responsibilities of parents, children and staff
5. Registration and Consent Forms to be completed, signed and returned to the school office before your child's first session. Registration and Consent Forms are required for each individual child.

#### **What do I do next if I want to book a space?**

- Read this information pack in full
- Complete the registration and consent forms for each individual child & return to the office
- Log on to your Parent Pay account **to book and pay for sessions**

## **Oak Hill Church of England Primary School**

### **WRAP AROUND CARE – OUR KEY AIMS**

1. To provide an integrated approach to wrap around care, ensuring consistency of approach, expectations and play opportunities for all members of our school community
2. To understand and respond to the needs of our school's children by providing a varied menu of activities including sporting, musical, artistic and cultural
3. To ensure coherence between our breakfast and after school clubs, our teaching staff and our families. Our pupil's needs are at the centre of a coherently delivered service. Our breakfast club staff ensure the children arrive at lessons motivated and ready to learn. Our after school club staff ensure the children are given time to reset & refuel after the school day, and to take advantage of the opportunities available, so they are ready to return home in a positive frame of mind.
4. The pastoral needs of children are met through the close working relationships between our wrap around care staff, our teaching staff including our teaching assistants, our support staff and our families. Strong, positive relationships between our wrap around care staff and the children are key to the overall success of all of these relationships.
5. Themes and events organised by the school and delivered during the usual school day form an integral part of the activities at our wrap around care clubs. Our staff work together to ensure this is achieved wherever possible.
6. Children are provided with a nutritional breakfast and afternoon snack prepared in our dedicated kitchen.
7. Accountability and line management are clearly defined and are the responsibility of the Head Teacher and Board of Governors.
8. Our wrap around care clubs operates on a non-profit making basis and can only run if they are supported & used by families in our school community. Any profit from our wrap around care clubs is reinvested into resources and activities for children attending the clubs.

## Oak Hill Church of England Primary School

### GENERAL INFORMATION

Our wrap around care clubs provide before and after school activities for children aged 4 to 11 years in a safe, happy environment, supervised by our caring, experienced and dedicated staff. Our clubs are not part of the usual school day but are part of our whole school community and so are guided by the values we promote in all we do together, adults and children.

Our breakfast club sessions run every morning, starting at 7.45am. Breakfast is available until approximately 8.20am if you wish for your child. Breakfast options include toast and a choice of topping (jam/honey/marmite) plus cereals and fruit. The children are then able to enjoy some quiet activities and play before school begins at 8.40am.

Our after school club sessions run every afternoon, starting at 3.15pm when our school day ends. Our after school club finishes at 5.30pm. There are two general session options available for after school club, either 3.15pm to 4.30pm or 3.15pm to 5.30pm.

A third option is available for any child who requires after school club care and wishes to take part in a general after school '*extra curricular activity*' (ECA). To help families and avoid confusion, we're using the term 'ECA' for those clubs and sessions which have traditionally been provided by staff after school finishes for the day, such as football, rounders or dance club. '*After school club*' refers to our wrap around care club.

ECAs are offered at different times across the school year by staff, volunteers and sometimes by external providers. ECAs run for approximately 45-60 minutes and children can either be collected at the end of the ECA or they can move into our wrap around care after school club. This option will include snack and refreshments. All children must be collected by 5.30pm

A varied programme of activities is available at our clubs including arts, sport and recreational activities. There is a quiet area set aside where children can read, rest or do homework. An afternoon snack is offered daily and drinks are available throughout the session. Snack options can include for example, a selection of chopped raw vegetables, crackers, cheese, ham and fruit. We will work with you and your child to support any food allergies or intolerances and ask that you include information in the registration form below.

Children attending our breakfast and after school clubs are supervised by our dedicated club staff at all times during club hours until they are pass to the care of the class teachers at the start of the day or when they are collected by their parent/guardian, or an authorised adult.

Children aged 8 years and under will not be permitted to go home unaccompanied and children over 8 years may do so only with the written permission of their parent or guardian. This written permission needs to clearly state the time the child may leave the school site and on which dates. Parents and guardians are reminded that they have full responsibility for their child/children from the time that they are signed out of the club by a member of staff and leave the school site.

All of Oak Hill Church of England Primary School's pupils are eligible to join our wrap around care clubs, plus any child of a member of staff at the school is eligible to attend. We do not provide a collection or drop off service. All children must be brought to and collected from school. Children must be signed in and out of every session.

Our wrap around care clubs work with the Gloucestershire Healthy Living and Learning programmes, for example we focus on providing the children with access to and understanding of healthy eating options as part of the 'Better Health = Healthier Families' campaign.

## Oak Hill Church of England Primary School

### **INFORMATION ON BOOKINGS AND PAYMENT OF FEES**

Reserved places must be booked via Parent Pay. Login to your account and select "Payment Items". Select the appropriate option (bearing in mind different options are available i.e. different times for after school club) and confirm the payment amount.

Payment must be made in advance at the time of booking. Minimum payment is for one session and a maximum limit is set to £100 which can be placed on your Parent Pay account for each club.

All sessions and clubs are subject to availability. Early booking is highly recommended.

One off bookings can be made, though priority is given to those making regular bookings. Emergency and short notice bookings can be made in emergency circumstances.

#### **Wrap Around Care Club Charges are:-**

- £5 per session for breakfast club including breakfast & drinks
- £6.50 for the 3.15pm to 4.30pm after school club session including snack & drinks
- £8.00 for the 3.15pm to 5.30pm after school club session including snack & drinks
- £6.50 for the end of ECA's to 5.30pm after school club session including snack & drinks

#### **Payment via Childcare Vouchers**

Payment for our wrap around care clubs can be made using Childcare Vouchers through your employer and the Tax Free Childcare scheme. Please let us know at the time of registering your child if you wish to use this payment option so we can make arrangements with you and your voucher provider. Once set up, the childcare voucher provider will pay us directly and we will work with you to ensure easy access to our online booking portal via Parent Pay.

Please note that you must allow 7 days from when you make the Childcare Voucher or Tax Free Childcare payment to us to allow enough time for the money to be paid into our bank account and for our finance & admin staff to credit your child's account before making a booking.

Where possible, please split your voucher payments into breakfast club and after school club sessions. You should also ensure you include the dates of attendance in the reference field plus your child's surname and first initial.

#### **Please note that late pick up from after school club can incur additional charges**

#### **Other important booking and fee payment information:**

*Our wrap around care clubs run in term time only. They are closed during school holidays and on our 'INSET' staff training days.*

*Spaces at our clubs are subject to availability and will normally be allocated on a first come, first served basis. Please note that spaces are limited.*

*Bookings are non-refundable. Payment will be required for booked sessions even if your child does not attend e.g. sickness, goes on a playdate, has a medical appointment etc. These sessions will not be refunded.*

*There will be no refund or discount for early collection of your child from any of our after school club sessions.*

*You can however cancel or amend your booking up to 5 school days prior to a booked session. Please note refunds will not be provided, instead your account will be credited. Requests must be sent by email.*

*We will regularly review our wrap around care provision, including fees & sessions offered.*

*We reserve the right to exclude children from our wrap around care clubs if their behaviour is considered unsafe and all efforts to support the child's attendance have been unsuccessful. Parents will be informed as soon as any problems arise and plans will be put in place to support the child, our staff and other children. We reserve the right to withdraw any booking made if a parent or child is repeatedly not adhering to our school values, rules and policies*

## **Oak Hill Church of England Primary School**

### **WRAP AROUND CARE AGREEMENT**

#### **Safety and Security of Children**

The safety and security of children attending our wrap around care clubs is a very important matter and everyone concerned has their part to play. This agreement has three parts setting out the responsibilities of everyone involved with our breakfast and after school clubs, including parents, guardians, children and staff.

Families confirm their acceptance of the agreement outlined below by completing and returning the attached Registration and Consent Form. Parents and guardians are asked to ensure their child understands their responsibilities. Parents and staff work together to support the children in understanding and meeting their responsibilities to ensure our wrap around care clubs are safe, fun, enjoyable and accessible for everyone.

#### **1. Responsibilities of parents and guardians**

- Making sure that the contact details they have provided are correct and that our wrap around care staff are told about any changes
- Notifying the our staff if their child/ren will be arriving late for any reason
- Notifying the club if their child/ren are not attending for a booked session for any reason
- Please note that refunds cannot be given for cancelled sessions
- Letting our staff know during a session if they anticipate being later than planned collecting their child/ren. Wrap around care staff can be contacted on the usual school phone number at all times during sessions
- Letting our staff know if they have any concerns about their child/ren relating to our clubs
- Gaining access to the building to collect their child/ren ONLY via the main entrance and not asking children or other parents/guardians to let them in.
- Ensuring their children understand their responsibilities as outlined below and reinforce these messages as and when required
- Making sure children do not bring precious/valuable items to our clubs

#### **2. Responsibilities of children**

Wrap around care clubs are not part of the normal school day and so have a slightly different atmosphere. We encourage our children to show our school values in all they do & say, wherever they are and whomever they are with.

At our wrap around care clubs, children are responsible for following these six simple behaviour expectations:

- Be gentle
- Be kind
- Be helpful
- Be honest
- Do not hurt anyone or their feelings
- Do not cover up the truth.

Children are responsible for listening to club staff when they are told which parts of the school they may play in. The areas available may differ, depending on the day and what other school events and activities are taking place. Children must not leave the area they are playing in without telling the supervising member of the club staff. Children must not open the outside door of the school to let in parents or anyone else, even if they are known to the children. Access to the school site can only be authorised by our staff.

### **3. Responsibilities of Club staff**

#### **Club staff are responsible for:**

- Checking with the school office whether any messages have been left about non-attendance
- Ensuring all children are released to their class teacher at the start of the school day
- Collecting all children from their classroom teacher at the end of school and taking them to the after school club
- Ensuring children play in a safe way and do not take unnecessary risks while attending our wrap around care clubs
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session
- Only handing over a child to a responsible person named by the parent/guardian on their contact sheet
- Ensuring they keep an accurate register of arrival and departure times for all children
- Ensuring information provided by parents is passed onto relevant staff in a timely manner
- Ensuring when appropriate, that parents are directed to speak to their child's class teacher in the first instance for any queries or concerns relating to normal school day matters

**Oak Hill Church of England Primary School**

**WRAP AROUND CARE REGISTRATION & CONSENT FORM**

All children attending must be registered with the club by a parent/guardian prior to attending their first session. To register, please complete and sign this form for each individual child and return it to our school office.

Completing and signing this Registration & Consent Form confirms your acceptance of and agreement to follow the expectations set out in our wrap around care information pack.

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**CHILD'S DETAILS**

Child's first name \_\_\_\_\_

Childs's family name \_\_\_\_\_

Child's date of birth \_\_\_\_\_

School year group \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Home telephone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Doctors name \_\_\_\_\_

Telephone number \_\_\_\_\_

Doctors address \_\_\_\_\_

Any health or special needs, e.g. diets, allergies? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ethnic background \_\_\_\_\_

Religion \_\_\_\_\_

Any other information you wish to share about your child \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTACT DETAILS**

*(Please include all people authorised to collect child & supply small photo of each authorised adult if possible)*

Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Second contact name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Day time telephone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Third contact name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Day time telephone number \_\_\_\_\_

Mobile telephone number \_\_\_\_\_

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**EMERGENCY MEDICAL AND FIRST AID CONSENT**

I give consent to my child receiving medical treatment in the event of an emergency.

Signed (Parent/Guardian) \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

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**DIGITAL PHOTOS & VIDEOS**

We use digital photography and video facilities as part of our wrap around care clubs to take photos and videos of the children playing, creating and having fun. We use these photos and videos for school displays, art and craft activities and other school communications, such as our weekly newsletters, the school website, and on our Class Dojo communication system. We may also use them to promote our wrap around care provision to others.

We need to have your express permission for us to take and store photos and videos of your child when attending our wrap around care clubs. We will use these in the ways described and may also use them to support any staff undertaking training such as the NVQ, as evidence for their assessors.

If you have any questions please contact us.

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**DIGITAL PHOTO AND VIDEO CONSENT FORM** *\*delete as required\**

**\*I give/do not give\*** permission for Oak Hill Church of England Primary School wrap around care clubs to photograph and/or video my child whilst attending either club. I understand the photographs and videos may be used for displays, activities, general school communications and to promote the wrap around care provision to others. They may also be used as evidence in specific programmes of staff training.

Signed (Parent/Guardian) \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_