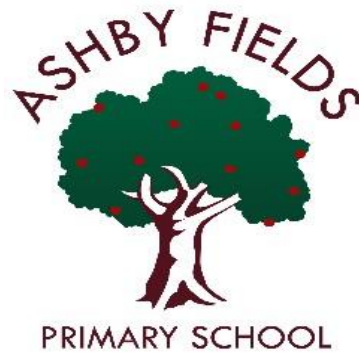


Ashby Fields Primary School

'Orchards'
Wrap Around Care
Ofsted Number 145446



Our Core Aims

- To provide an affordable, childcare facility for working parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.

Introduction

Orchards Wrap Around Care is run by Ashby Fields Primary School and exists to provide high quality out-of-school hours childcare for our working parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils.

The care operates term time only (excluding inset days) from:

- 7:30am – 8:45am
- 3:15pm – 6.00pm

Current costs for each session can be found on the booking form or obtained from the school office.

A copy of this brochure is provided to all parents of children attending Orchards and is also available on the school website. All parents must complete an admission form for each child attending the sessions and a booking form for each term, this must also be signed before places are agreed.

Admissions

- Only children attending Ashby Fields Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents/carers requiring ad hoc places are welcome to use the Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process.
- All Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded on the Orchards register.

Booking places

- Places for Orchards are to be booked via the booking forms which can be found on the school website. These must be sent to Mrs Haynes at orchards@afps.inmat.org.uk by the date on the form.
- All payments must be made prior to the session attended through the Arbor app or Childcare Vouchers.

Pricing Policy

- The Wrap Around Care is non-profit making and the fees charged cover the cost of staffing, equipment and day to day running costs.
- It may be necessary to change fees from time to time, however Parents/Carers will always be notified of this.
- Payment is due for all booked sessions unless a week's notice is given and has been agreed by Mrs Haynes.

Cancellations

Any cancellations should be sent to Mrs Haynes and at least one week's notice given. Mrs Haynes will then confirm with the parent.

Staffing

- The Wrap Around Care Manager will have relevant qualifications to provide care for pupils.
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- The club will be staffed at a minimum ratio of 1 adult for every 10 children.

Arrivals and Departures

Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents are to enter via the Orchards entrance at the front of the school and knock on the door. This will alert the staff members to come and greet the children and mark them on the register.
- At the end of the morning session, a register is taken and then the pupils will walk around to their classroom inside the school at 8:45am to meet their class for registration.
- Any information/ handover to the class teacher will take place at this time.

After School Care:

Orchards Wrap Around Care staff take a register each day.

- Parents must call the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from Orchards Wrap Around Care.
- Children will continue to stay within the school building once their class have been dismissed. Orchards staff will collect the children from their classrooms to ensure they arrive safely.
- Any information/ handover to the Orchards Wrap Around team will take place at this time.
- Parents are to collect pupils via Orchards door at the front of the school and knock on the door. This will alert the staff members to bring the child/ren to them.
- Parents/ Carers are responsible for collecting pupils from after care (we will not release pupils without a named adult)

Provision:

- After School Care provision is planned for by our Orchards team and provides opportunity for pupils to complete homework, experience art and craft activities.
- Extended Curriculum clubs are planned by an external sports club who offer sporting activities for our pupils. This is not part of the wrap around care.

Behaviour:

Whilst attending Orchards, children are expected to:

Use socially acceptable behaviour.

- Follow our school values and behaviour policy.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the sessions

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards/house points given.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, consistent and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will inform parents of any inappropriate behaviour and any consequences that have been put in place.

First Aid

- All accidents will be recorded in our first aid book and a white slip will be given to parents on collection. Serious incidents will be reported to parents via a telephone call.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the session will be contacted.

Medical conditions

- It is the parent's/carers responsibility to inform the Orchards Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Orchards Wrap Around Care staff.

Related Whole School Policies:

- Child protection and safeguarding policy and procedures
- Inclusion policy
- Health and Safety policy
- Medicines Policy
- Behaviour Policy
- Complaints Policy

Complaints:

The school complaints policy is available from the school office or can be found on our school website.

Monitoring and Evaluation

This policy will be reviewed annually by the Headteacher and Orchards Manager