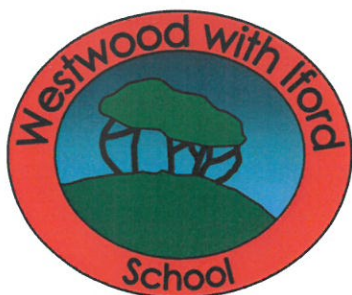


WESTWOOD WITH IFORD SCHOOL



Headteacher:
Mr Ian Rockey

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WRAP AROUND CARE POLICY

We are proud to offer Wrap Around Care to our pupils offering Breakfast Club from 7:55am - 8:55am and an After School Club 3:15pm- 5:15pm. We are committed to providing a fair and open admission system that offers a competitively priced and good value service.

Aims of Wrap Around Care

- To provide a welcoming, safe, secure environment for pupils before and after the school day
- To provide an affordable service to parents/carers
- To enable pupils to eat breakfast before the start of the school day
- To encourage physical activities to promote healthy living
- To offer a safe and calm environment at the end of the school day
- To provide opportunities for social and emotional development through collaborative activities.

Staffing

Wrap Around Care is offered in conjunction with Active Trowbridge coaches who are all Enhanced DBS checked, and trained in Safeguarding and First Aid. Their policies are available on request.

Booking

Parents/Carers are required to complete a registration form annually, informing the school of adults who have permission to collect their child, contact details of parents/carers in case of an emergency, and medical information.

Fees

Wrap Around Care is charged at £4.50 for up to a 1 hour session and £7.50 for 1 to 2 hours.

A register of attendance is kept by Active Trowbridge. At the end of each term an email is sent to parents/carers summarising the cost of sessions attended during that term.

Payment must be made promptly, within 2 weeks of receipt of the email requesting payment.

Payment can be made using Childcare Vouchers. Please contact the school office to ensure that your Childcare Voucher Operator is registered with us.

All other payments must be paid using Parent Pay. A single payment item will be raised each term for each child (ie individual daily bookings should no longer be made on Parent Pay).

Please note the following terms of payment:

- If fees are not paid on time, the Finance Officer will notify the parent/carer in writing and will request payment at the earliest possible opportunity.
- The Finance Officer has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at Wrap Around Care being forfeited.
- If fees are paid persistently late or not at all and with no explanation, Wrap Around Care will be forced to terminate that child's place. Under exceptional circumstances, the Finance Officer may agree to allow the child to continue attending Wrap Around Care for a specified period.
- Parents/carers are encouraged to speak to the Finance Officer or the Head if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.
- Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Wrap Around Care.

Registration of Children for Breakfast and After School Care

On arrival at Breakfast Club parents/carers must record the child's attendance in the daily register. If a child arrives unattended the Active Trowbridge coach will record the child's attendance in the daily register.

At the end of After School Club children should be collected by the person named on the booking form. Parents/carers must sign the register and record the time of departure. If a child leaves without being signed out by a parent/carer, the Active Trowbridge coach will record the child's departure.

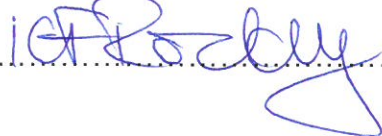
No adult other than those named on the Registration Form will be allowed to leave Wrap Around Care with a child.

If the child is to be collected by someone different the school office must be informed as soon as possible, and always by 3:15pm. In the event that someone else should arrive without prior knowledge, Wrap Around Care will telephone the parent/carer immediately.

If the designated adult is late in picking up their child without prior warning, an additional charge may be made depending on the circumstances.

Agreed by FGB committee 6.7.17
To be reviewed by July 2017

Signed.....  (Finance Officer) 3/7/17

Signed.....  (Headteacher)