

WESTWOOD WITH IFORD SCHOOL



Headteacher:
Mr Ian Rockey

Tel: 01225 862408

Email: admin@westwoodwithiford.org

Website: www.westwoodwithiford.org

Boswell Road
Lower Westwood
Bradford on Avon
Wiltshire
BA15 2BY

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 on Monday to Thursday and 3:15pm - 4:15pm on Friday. 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 £2.50 for a morning session, and £4.50 for up to a 1 hour and £7.50 for 1 to 2 hours for an afternoon session.



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 from issue of the email requesting payment.

Payment can be made using Childcare Vouchers or through the Government Tax Free Childcare scheme. Please contact the school office to ensure that your Childcare Voucher Operator is registered with us, or to advise that you are using Tax Free Childcare.

All other payments must be paid using School Gateway. A single payment item will be raised each term for each child.

Please note the following terms of payment:

- If fees are not paid on time, the School Business Manager will notify the parent/carer in writing and will request payment at the earliest possible opportunity.
- Parents/carers are encouraged to speak to the School Business Manager or the Headteacher if they are likely to have difficulty in making a payment on time to discuss payment programme options such as paying monthly or in instalments.
- If fees are not paid and there has been no contact with the school the place at Wrap Around Care will be terminated four weeks after notification has been sent. The school will retain the right to recover the cost of Wrap Around Care even where the place has been removed for non payment.
- Payments for children for whom the school is in receipt of Pupil Premium will be considered on an individual basis, with consideration given to the positive impact of this service on their learning.

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.

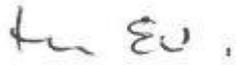
No adult other than those named on the Registration Form will be allowed to leave Wrap Around Care with a child.

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 contact the parent/carer immediately for authority to allow the child to leave school with someone other than the named adult. The child will have to remain at the school until this authority has been received.

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 22nd July 2019

Signed



(School Business Manager)

Signed



(Headteacher)