

West Haddon Endowed CE Primary School

WRAP POLICY



‘Where Happiness Promotes Success’

OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

Produced in consultation with
Staff, Governors, Parents and School Council

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Introduction

The West Haddon Wrap Club is run by West Haddon Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.45am – 9.00am and from 3.00pm - 6.00pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending West Haddon Primary School and Nursery are eligible to attend Wrap.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at Wrap.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non-contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School

- Parents/Carers are required to bring their child directly to Wrap and sign them in. You should enter Wrap via the external pedestrian gate at the front of the school, the staff will be alerted to your arrival when you press the Wrap's buzzer situated on the left of the gate.
- Children will be escorted to their class at the start of school by the Wrap club staff.

After School

Collection of children

- Children in Reception and Year 1 – 4 will gather in the shared area by the staffroom door and will be collected by a member of the Wrap staff.
- Children in Year 5 and 6 will make their way over to Wrap directly from their classrooms. If parents feel that their child needs to be escorted to Wrap then they need to speak to the office staff to decide arrangements.

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The Wrap staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for. Parents must inform Wrap staff if their child is going to be absent from wrap.

Departure

- Parents/Carers or named collector should enter Wrap via the external pedestrian gate at the front of the school, the staff will be alerted to your arrival when you press the Wrap's buzzer situated on the left of the gate.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. If someone other than the people listed on the registration form comes to collect a child, a phone call home to confirm this arrangement will be made before the child is released.

Daily Routine

Morning session

- 7.45am – start of school day parents bring their children to School Wrap situated in the Nursery building where a range of activities are set out.
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.40am tidy up time encouraging the children to take responsibility for the Nursery environment.
- 8.45am – 9.00am children collect their coats and bags are escorted to their classrooms

Afternoon session

- 3.00pm children go to Wrap at the end of their school day.
- 3.45pm – 4.00pm children will be offered a snack; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.

Behaviour Whilst attending Wrap

Children are expected to:

- Use socially acceptable behaviour.
- 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 Wrap.

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Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Wrap awards given out during Friday's whole school assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm 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 encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Wrap staff may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Wrap's staff.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during Wrap will be contacted immediately. If a child is sent home during school hours, Wrap will be informed of their absence.

Missing or Uncollected children**Missing children**

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Wrap supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.

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If these contacts are unavailable after approximately one hour, the Police and Social Services will be informed. A charge will be levied for late collection. A fee will be applied for late collection from 6.05pm onwards at £1 per minute per child. This charge will be added to the following term's invoice.

Payment of Fees

Invoices will be issued at the start of each half term. It is a requirement of the Wrap that parents pay their fees promptly and within 30 days of the date of the invoice. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the Wrap's registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.

Our staff will treat all matters confidentially and arrange for discussions in private. It is possible to pay fees via cash, cheque, standing order, childcare vouchers or BACS payment.

If payment is not received by the due date this may result in a parent losing their childcare place.

Four weeks' notice must be given to reduce the number of sessions your child attends at the Wrap.

Four weeks' notice must be given to withdraw your child's place.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy

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