

St George's
Catholic Primary School



Wraparound Provision Policy

Our mission is to promote care and respect for self, others and all of God's creation through the belief that we are made in God's image and likeness and so called into the fullness of life.

We will achieve this by: providing a quality education and curriculum which reflects the distinctive beliefs, values and stories of our community, helping pupils to be creative and make full use of their gifts



Introduction

St George's provide wraparound care for children who attend St George's Catholic Primary School. We provide high quality and affordable out of school hours provision for our school families. It provides a range of stimulating and creative activities in a safe and caring environment. St George's is delivered by fully-qualified teaching support staff who work at St George's. This supports our ethos where school values community and helps pupils to be creative and make full use of their gifts.

The provision operates from **7.45 – 8.45am** and from **3.15 - 6.00pm** term time. More information about this provision is on the school website under the parents' tab, 'wraparound provision'. A copy of this policy is also available on the website under the same tab.

St George's have not set a 'capacity' limit for this provision as we believe in trying to meet the needs of our school community. We welcome all children whose families need the provision and will strive to support any medical, mobility and behavioural needs. Information about wraparound provision is shared each term with parents and guardians so **all families must book the sessions they require in advance using school's monthly booking form**. If provision is required for after school care on a day that has not been selected on the booking form, families must **ring the school before 9am** to discuss this.

Admissions

- Only children attending St George's Catholic Primary School (Reception – Y6) are eligible to attend wraparound provision.
- All places must be agreed and booked in advance.
- The registration process must be completed prior to the child's commencement at the After School Club. This is not applicable for Breakfast Club as this operates as a 'drop in' service.
- All information is shared with the staff who provide wraparound care.

Arrival and Departure

Breakfast Club (7.45 – 8.45am)

- Parents and guardians are required to bring their child/children to the main reception area and sign them in using the sign in sheet. Families will need to buzz at the school gate and then again at the main reception door.
- Children will receive breakfast (cereals, toast, fruit) and access to calming activities to support the start of their school day. School staff will escort pupils to their class at 8.45am.



After School Provision (3.15 – 6.00pm)

- The school office provide a list of all pupils booked into after school provision with staff on a daily basis.
- Staff will send KS2 pupils to the main school hall at the end of the school day. KS1 pupils will be escorted to the provision by class staff.
- Wraparound staff will complete a register of all children attending and will liaise with the class teacher and school office to determine why a child is not attending the provision.
- Families must collect their child/children from the main reception door. To gain access to school grounds they must buzz from the main gate and again at the main reception door.
- Wraparound staff **record what time** children are collected and share any messages that have been given from the class teacher/information from that evening.
- If wraparound staff do not know who the adult collecting the child is, they must ring the parent/guardian for permission unless specific information has been shared by the main carer earlier that day.
- Families **must** inform school if their child/children are **not going to attend** the provision even if this is short notice.

Daily Routine

Morning

- Children arrive between 7.45 and 8.45am. Children arriving between 7.45-8.30am can choose from a range of breakfast items.
- Children support tidying up the provision at 8.40am in readiness for going to class at 8.45am.



After School Care

- From 3.15– 4.00pm Children will be offered refreshments and a light snack such as biscuits/ yoghurt/fruit. Creative and engaging activities are offered to promote positive relationships between peers.
- At 4.45pm children who are present will be offered a more substantial snack such as crackers & cheese, beans & toast with yoghurt/fruit. If parents collect their child/children before this time, they will not receive a more substantial snack.
- If children want to complete homework tasks during the provision, school will support an area to support this. This will not include 1:1 reading.
- Children must be collected no later than 6pm.
- If parents/guardians do not arrive by 6pm, school will contact the numbers provided as contacts.
- **An additional £5 per 15 minutes will be charged from 6.15pm.**
- If a parent/guardian is not contactable via any of the numbers provided by the family and no communication has been received by 6.45pm the Designated Safeguarding Lead will contact Children's Social Care/Police for further advice.
- If parents/guardians are regularly collecting their child/children between 6-6.15pm, school will need to discuss access to this provision.

Behaviour



Whilst attending St George's wraparound provision, children are expected to follow our golden rules. These are:

- To treat everyone with respect.
- To feel safe and support everyone to feel safe.
- To share with a trusted adult any worries that you have so staff can support resolve any concerns.

Any behaviour that is causing concern for staff and /or other pupils will be shared with the Senior Leadership Team and discussed with the parents/guardians. Persistent negative behaviour that does not adhere to school's golden rules could result in not being able to access the provision. This would be discussed and agreed with a member of the senior leadership team.



First Aid

Keeping children safe is St George's priority, but as children explore, play and develop their imagination accidents can occur. In the event that your child/children are injured, staff will follow St George's First Aid Policy.

- All accidents are recorded using the school's first aid recording system and shared with the parent/guardian on collection.
- All incidents are supported by a qualified first aider.
- If your child/children become unwell during their designated wraparound provision, parents and guardians will be contacted as per school's first aid policy.

Payment of Fees



When parents and guardians book their child/children into wraparound provision, **payment is made in advance for that week** using the online payment system. If families would prefer to pay in advance for the month, this can be made through the online payment system. If families contact school before 9am and request wraparound provision for that afternoon, **payment must be made by the end of that week**. School welcome payment using the voucher scheme through employers. If you would like more information regarding school's online payment system or fees, please contact the school office on **0191 2675677**.

If payments are not made for wraparound provision, school will discuss with parents/guardians whether further provision can take place until the outstanding fees are paid.

If parents/guardians are concerned with fees and payments and would like to discuss this in more detail, please contact the school office to arrange an appointment with a member of the senior leadership team.

All bookings made for wraparound provision 'stand' and parents/guardians will be required to pay for the booked sessions. This includes unexpected times where the pre-booked provision is not required. This is because staff have to plan for staff to provide the provision, purchase food items for the number of children who are expected in the provision that day. We kindly ask families to let school know as soon as possible if they do not require after school provision.

Related School Policies

- Safeguarding
- Health & Safety
- First Aid

Contacts

- St George's Catholic Primary School 0191 2675677
- [St George's Catholic Primary School - Wraparound Provision - Breakfast and After School Club \(stgcps.org\)](http://stgeorgesrcprimary.co.uk)
- office@stgeorgesrcprimary.co.uk

