



Linthorpe Community Primary School

*Everyone is equal, everyone is different, everyone is welcome and everyone achieves their best.*

## Wrap Around Care Policy

	Term	Year
Last Review Date/Policy Adopted	Spring	2024
Next Review Date	Spring	2025
Lead	Mrs J Whittaker	

This school is an academy within The Legacy Learning Trust.



## Introduction

At Linthorpe Community Primary School, we are very proud to be able to offer a Wrap Around Care facility (high quality out-of-school hours childcare) to our pupils and parents.

The Wrap Around Care service is available to all pupils that are registered at LCPS (30 hour Nursery pupils from Term 2 onwards) and provides a welcoming, safe, secure environment for pupils from **7.45am to 8.45am** and after the school day ends **until 5:40pm**.

All children are under full adult supervision at all times, with a guideline ratio of 1 adult to 8 children, depending on the age and needs of the pupils.

The Wrap Around Care facility provides a range of stimulating and creative activities in a safe environment in line with our ethos of '**Everyone is equal, everyone is different and everyone is welcome and everyone achieves their best**'.

Wrap Around Care is run predominantly by LCPS support staff.

The Breakfast Club operates from 7.45am – 8.45am during term time.

The Afterschool Club operates from 3.00pm – 5.40pm during term time.

## Morning session

To ensure the highest standards of safety, parents are required to escort their child to the Blue Entrance door where they will be signed in and handed over to our staff.

**7:45-8:15am:** Children are served breakfast.

**8.20am:** Tidy up time - encouraging the children to take responsibility for the environment.

**8.30am:** Children collect their coats and bags.

In line with our staggered starts to the school day, children will either be taken to class by our staff and handed over to the class teacher/teaching assistant or accompanied to their class line in the playground by a member of our team who will remain with them until the start of the school day when pupils are collected by their teacher.

## After school session

At the end of the school day, children are collected from their class and taken to a meeting classroom in Lower School or Upper School where they are supervised by a member of our team.

Our team then escort the children through school and across to '**The Nest**' via the Blue Exit at 3.25pm.

**4:15pm:** Children get healthy snack and drink. Children choose from a range of structured activities and play (both indoors and outdoors).

**5:15pm:** Tidy up time - children are encouraged to take responsibility for the environment.

**5:40pm:** Latest collection time.



## Collection

Children are collected from the Wrap Around Care facility by a parent/guardian or named person over the age of 16 years.

Parents/carers must ensure that any person collecting their child is listed on the registration form and that this form is kept fully up to date.\*

When a child is collected, they are signed out by their parent/carer or named collector and the time is recorded.

*\*If for some reason, your child needs to be collected by someone different and not named on the registration form, please inform us in advance. Parents can contact our team on 01642885222 (option 2) to leave a message on our answering machine, or leave a note at the school office.*

The **earliest** collection time from After School Club is **3:30pm** from 'The Nest'.

To ensure the highest standards of safety at the end of the school day as children move from one setting to another, parents should not collect children from the playground at the end of the school day if they have been booked into After School Club.

If a child needs to be collected at the end of the day and will not be attending After School Club, parents can inform the school office who will then inform the WAC team and the class teacher.

## Fees and Booking

Registration forms are available from the school office or from 'The Nest' during Wrap Around Care sessions. Once registered, a weekly booking form is sent via **ParentPay each Friday**.

To ensure that our staff to child ratios are adequate for each session, booking forms must be completed by **9am on a Wednesday** to secure the sessions you require for the following week.

For example:

**Booking form sent out**



**Friday 20<sup>th</sup> January**

**Booking form must be returned by**



**9.00am on Wednesday 25<sup>th</sup> January**

**Sessions booked for**



**w.c. Monday 30<sup>th</sup> January**



Bookings can only be made in advance and will not be accepted after the booking form closes at 9am each Wednesday morning.

Payments can be made through your **ParentPay account** and are paid at the time of booking to guarantee your child's place.

Breakfast Club £4.50  
Afterschool Club £6.50

Payment is due for all contracted sessions even if your child is unable to attend their booked session.\*

*\*If a parent is experiencing difficulty with payments, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.*

### **Absence**

Please notify the Wrap Around Care team on the morning of any absence or if your child will not attend on a particular day on 01642885222 (option 2) to leave a message on the Breakfast/Afterschool Club answering machine or alternatively parents can leave a message at the school office.

### **Uncollected children**

If a child has not been collected by **5.40pm**, parents will be contacted in the first instance by telephone. Additional contacts provided by the parents will be telephoned in the second instance.

### **Behaviour**

Wrap Around Care follows the same positive behaviour policy as the school which applies at all times and ensures the safety and wellbeing of all pupils. If the behaviour of a pupil is consistently a cause for concern, we reserve the right to remove their place.

### **First Aid**

The school first aid and administration of medication policy applies at all times.  
If a child who becomes unwell during the session, parents will be contacted by a member of our team.

If a child is sent home during school hours, the school office will inform our team of their absence.

### **Related Whole School Policies**

Wrap Around Care is an extension of the school therefore all school policies apply to the running of this provision.

### **Of particular note are:**

Safeguarding and Child Protection Policy  
Equal Opportunities Policy  
Health and Safety Policy  
First Aid and Administration of Medicines  
Intimate Care Policy



Online Safety Policy  
Behaviour Policy

A copy of this policy is provided to all parents of children attending Wrap Around Care and is also available on the school website.

Parents must sign an agreement to adhere to the terms of this policy when registering for Wrap Around Care provision.

Queries can be emailed to [WAC@linthorpeprimary.co.uk](mailto:WAC@linthorpeprimary.co.uk) or alternatively parents/carers can call the school office on 01642 885222 (option 2) for further information or support.

### **Wrap Around Care - Terms and Conditions for Parents/Guardians**

All fees must be paid in advance at the time of booking via your **ParentPay account** and are non-refundable once a booking has been made.

Please inform our team by phoning the school office on 01642885222 (option 2) if your child is absent from school or not attending a session.

We are unable to take same day booking requests.

Breakfast Club - to ensure the safety of your child, please escort them to the door. Pupils are not permitted to cross the car park alone.

After School Club - please inform a member of staff if your child is attending tuition or an extra-curricular activity in school and needs to be collected by Wrap Around Care.

After School Club - please inform our team by calling the school office if a different person other than the named person on the registration form will be collecting your child.

To keep our fees low, we reserve the right to charge for missed booked sessions due to illness. This is due to staffing ratios being considered in advance at the time of booking.

If your account falls into arrears, your place may be withdrawn.

If your child requires medicine whilst at the club, parents are required complete a medicine form available from the school office and hand the medicine to an adult.

Please inform us by telephone message or letter if you no longer need the service.

---

I confirm that I have read and understood the terms and conditions detailed in the Wrap Around Care Policy.

Name of Pupil/s:

Parent/Carer Name:

Signed:

Date:

