



NERROLS
PRIMARY SCHOOL

**Wrap Around Care
Before and After School Club**

'Wrap around care' is childcare that schools provide outside of normal school hours, in the form of before school childcare and after school childcare.

Nerrols Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to support parents, the school aims to provide an affordable and convenient wrap around childcare service. Before and after school care is available to children aged 4 to 11 who attend Nerrols Primary, allowing parents more flexibility with their working hours.

At before-school and after-school wrap around care, the children will be able to choose from a wide range of activities, both indoors and outdoors, including physical activities, board games and crafts.

BEFORE SCHOOL WRAP AROUND CARE

Before school wrap around care operates from 8:00 until the start of the school day at 8:50, during term time.

Breakfast is served between 8:00 and 8:30 and typically consists of a selection of cereals and toast with a choice of spreads, and milk or water to drink.

| Before-School Wrap Around Care | |
|--------------------------------|---------------|
| 8:00-8:50 including breakfast | £3.00 per day |

AFTER SCHOOL WRAP AROUND CARE

After-school wrap around care operates from the end of the school day at 15:15 until 18:00, during term time.

A picnic style tea is available during the afternoon session and is served at approximately 16:30. The light tea typically consists of a range of assorted filled sandwiches, wraps, pitta breads and crackers with milk or water to drink.

| After-School Wrap Around Care | |
|-----------------------------------|---------------|
| 3:15 – 6:00 including a light tea | £8.00 per day |

HOW TO REGISTER

To register to access either the Before School Care or After School Care, please contact the School office, either by email at office@nr.huish.education or by telephone on 01823 792655.

You will then be sent a registration form, the 'family' app data collection form and a booking form to complete and return to school.

HOW TO BOOK YOUR SESSIONS

To book your sessions each month, a booking form will be sent from the school office. You need to complete and return the form to the office. The School Administration Officer will confirm your bookings.

Spaces are limited to ensure appropriate adult to child ratios. The school has a first come, first served policy for admissions to wrap around services. When all the places have been filled, new applications are placed on a waiting list.

Last minute or ad hoc bookings may be possible, depending upon available spaces at the time. If you wish to enquire about the possibility of booking a last minute or ad hoc place, please contact the School Office at the earliest opportunity.

HOW TO PAY

The School use an app called 'Family' to manage all bookings. Your invoice will be issued electronically each month via the Family app. Payments can be made directly through Family.

Alternatively, you can pay fees via bank transfer to:

Richard Huish Trust, Lloyds Bank, Sort Code: 309845, Account Number: 74273060

NB. Please quote 'NerrolsWrap' followed by your child's name. Without this it is very difficult to identify your payment.

We are unable to accept payments by cash or cheque.

Fees are charged per session although you may bring and collect your child within these times to suit your personal requirements.

Fees quoted are per child.

Fees are payable monthly in advance and invoices will be issued one month before the relevant period of childcare to ensure a 30 day payment period expires before the childcare begins.

Childcare vouchers

Wrap Around Care Provision at Nerrols Primary School accepts most Childcare Vouchers provided through parents/carers' employers. Please discuss this with the school Administration and Finance Officer, Sue Parkinson.

Tax-free childcare

If you're a working parent with children under 12, you can open an online account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 per child per year. Further information can be found at <https://www.childcarechoices.gov.uk/>

When is payment due?

Invoices will be sent out on the first day (or nearest working day) of each month. Payment will be due by the last working day of each month. For example, for attendance in January, invoices will be sent out on 1st December and payment is due by 31st December.

Invoices are issued electronically via Famly

WHEN DO CHARGES APPLY?

There is no charge for bank holidays or for planned school closures such as inset days.

Fees are payable in full for all periods of children's absences and sickness.

Following the advice provided by Public Health England's Guidance on Health Protection in Schools and other Childcare Facilities, any child who has, or develops, an infectious illness must be kept at home in order to prevent the spread of illness and must not attend school to protect the health and wellbeing of the other children and staff. Fees are payable at the full rate during periods of sickness absence from wrap around care. In the event of a long-term illness, individual circumstances will be considered on a case-by-case basis.

Emergency closure:

There are certain rare events that could result in the wrap around care at Nerrols Primary School having to close for a limited time. We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In the event of bad weather such as heavy snowfall that would make it hazardous for both staff and parents/carers to travel, the premises will be closed for health and safety reasons. The Head teacher will decide whether it is safe for children and staff to attend. Staff will inform parents /carers at the earliest opportunity. In the event of an emergency closure, no fees will apply and payments already made will be credited to the next invoice. Parents/carers will be informed at the end of each day about the situation and the likelihood of opening on the following day. Please refer to our Emergency Closure Policy for more information.

If the provision is open but it is parental choice for the child not to attend the provision, fees still apply.

REGISTRATION FORMS

Before your child first attends the before school or after school club, a registration form must be completed (forms available from the school office).

ADMISSIONS

The Wrap Around Care provision is available exclusively for children attending Nerrols Primary School. Bookings and admissions will be administered on a first come first served basis. Bookings are only secure when payment has been received.

Where there is no availability at Nerrols' Before and / or After-School Club, or where parents/carers would like a place for their child later on in the year, their child can be placed on a waiting list and parents/carers will be contacted should a space become available.

LATE COLLECTION AND NON COLLECTION

At Nerrols Primary School, we recognise that there may be a rare occasion where, due to unforeseen circumstances, a parent/carer may be unable to collect their child on time. Under these circumstances, we ask that parents/carers always to contact us to estimate their arrival time or to arrange collection by a different adult. Where parents or carers have arranged for their child to be collected by a new person, other than those familiar to staff, we will use a password system to allow your child to be collected (see Arrivals and Departures).

If a parent/carer is going to be late, they must:

- Call the school as soon as possible to advise of their situation.
- Agree a safety password with staff in advance to be used by anyone collecting a child who is not the parent.
- Ask a designated adult to collect their child wherever possible.
- Inform the wrap around care provision of this person's identity so they can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by the situation.
- If the designated person collecting the child is not known to staff, the parent must provide a detailed description of this person, including their full name and date of birth where known. This designated person must know the individual child's safety password in order for the after school club to release the child into their care and will be asked for photographic ID upon arrival.

If a child has not been collected from the after school club:

- Staff will contact the parent or carer.
- If no contact can be made with parents/carers, staff will contact one of the nominated persons listed in the 'additional contacts' or 'collection arrangements' sections of the child's registration form.
- Two members of staff must remain on site with the child (if outside normal operating hours). Staff will telephone all contact numbers available until contact is made. These calls will be logged on a full incident record.
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child as necessary.
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority Children's Social Care team and act on their instructions.
- Parents/carers will be charged at a rate of £5 for every 15 minutes late or part thereof, which will be itemised on the following month's invoice.

Late collection charges:

Nerrols Wrap Around Care provision must ensure that we adhere to legal requirements regarding staff to child ratios and must have at least two members of staff on the premises at all times. Late collection has a significant impact on ensuring the correct legal ratios are maintained and on staff costs. Late collection will be charged at a rate of £5 for every 15 minutes late or part thereof.

ARRIVALS AND DEPARTURES

Before school wrap around care

Parents/carers arriving at the before school club should make their way onto the Nerrols site via the pedestrian entrance near the Reception classrooms. A member of staff will greet your child sign them in, stating the time of arrival.

At the end of before school wrap around care, members of staff will take the children to their classrooms for the start of the day.

After-school wrap around care

A member of staff will collect your child from their classroom and accompany them to after-school wrap around care where they will be registered.

When collecting your child from the after-school club, parents / carers should make their way to the pedestrian gate near the reception classrooms where they will be greeted by a member of staff. Should a member of staff not recognise a parent/carer, they will check with another member of staff, or notify a member of the leadership team who will come to greet the parent/carer. Upon collection the parent / carer is required to sign their child out.

Upon arrival at before school wrap around care or departure from after school wrap around care, parents / carers will have time to discuss the child's day and share information.

The after school wrap around care team will not release a child to anyone other than the known parent/carer unless an agreement has been made at the time of arrival. If a parent/carer informs the School that another person will be collecting their child, the parent/carer where possible, will be asked to provide photo ID in advance and supply a description including full name, and a password that will be asked for when the nominated person collects the child. This information will be stored on file in the School Office.

In the event of a parent/carer needing to arrange for another adult to collect their child at short notice, the parent/carer will be expected to call the School in advance to inform staff of the arrangement, provide a brief description of the person collecting and a password. The parent/carer is expected to inform the person collecting of this password. The person collecting will be asked to verify their identity with a photo ID. If in any doubt, staff will check the person's identity by ringing the child's parent or their emergency contact number.

MEDICINES

Where a parent/carer requests the child is to be given medicine during the day, the staff member must ensure that the medication procedure is followed and that a medication form is completed and signed by the parent.