



A School Partnership In Rural England

Motto : ‘ **We Aspire to Inspire** ’

**Our Values** – using the initials of the names of the schools.

**K** – Kindness

**U** – Understanding

**P** – Patience

**H** – Honesty

**L** – Love

**B** – Boldness

## **Wraparound Care Policy**

### **Document History**

New policy written by F Steer Jan 2025, approved by EHT and noted at Federation GB 21 Jan 2025

*The term ‘school’ refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.*

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

### **Leeds & Broomfield Church of England Primary School**

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God's love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

*"As many hands build a house, so many hearts make a school."  
(Matthew Ch 7 24-27)*

**RESPECT      RESILIENCE      EMPATHY      CURIOSITY      HONESTY**

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of 'many hearts make a school'.

### **Ulcombe Church of England Primary School**

Ulcombe Church of England School is a nurturing, inclusive learning space, where our uniqueness inspires trust and welcomes diversity. Our children all flourish (for however long they are with us), in an environment where learning through making choices (good or bad) is not only embraced but discussed and, when needed, forgiven. This allows our learners to become positive role models in their wider communities. The whole school community works together in unity to ensure that our practice fully reflects the passage of Corinthians 12:12-14. The children and adults feel included and appreciated as one body with diverse cultures learning, working and flourishing together to accept everyone and nurture their aspirations for the future.

*"One body, many members, learning together surrounded by God's inclusive love."  
(Corinthians 12:12-14)*

**TRUST      RESPECT      HOPE      ENDURANCE**

## **Aspire Federation Wraparound Care Policy**

Aspire Federation is pleased to be able to provide the children of our Federation the opportunity to attend Breakfast Club and After School Club at either Leeds and Broomfield or Kingswood Primary Schools. These clubs may be attended on a full-time or a part-time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Aspire Federation and therefore operates in line with the Federations ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, first aid and food hygiene.

It is the wish of everyone involved at Aspire Federation to provide a happy stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

### **The School – We will endeavour to:**

- Provide a safe, stimulating and happy environment
- Provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- Provide breakfast and / or afternoon snacks and drinks
- Ensure equality of opportunity in all activities
- Be open, welcoming, and available to discuss your child's individual needs
- Contact you if there is a problems with your child's health, wellbeing or behaviour
- Encourage children to take care of their surroundings and others around them
- Always ensure confidentiality
- Keep you informed about the school events and activities through newsletters, email and website
- We agree to give parents / carers a month's notice if wraparound care is cancelled due to a school event.

### **The Child – I will do my best to:**

- Be polite, friendly, kind and helpful to others
- Demonstrate the school's rules – be safe, be respectful, be ready
- Respect the feelings and beliefs of others
- Be responsible for all resources and help to keep my school tidy and safe
- Ensure a happy environment for all and HAVE FUN!

### **The Parents – We will endeavour to:**

- Ensure that our child is dropped off and / or collected on time by an adult
- Contact the school if our child is going to be absent from a session
- Contact the school promptly if there is a change in adult arrangements or collection times

- Support and demonstrate the school's rules and behaviour policy
- Support and adhere to the Wraparound Care Policy
- Inform the school of any concerns or problems that might affect our child's wellbeing or behaviour
- Parents / carers agree to fill out the wraparound care application form, outlining dates and times required, prior to booking children onto the provision. The school will confirm that a place has been allocated.

### **Admissions Policy for Wraparound Care:**

Aspire Federation Wraparound Care is only available to children of school age who attend one of our four schools. Once a pupil leaves Aspire whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

### **Registration Forms:**

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details.

### **Specific individual Needs:**

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable
- The staffing levels can support the needs of the child

### **Respect and Kindness:**

- All adults: staff and parents / carers, agree to treat each other with the utmost respect and kindness at all times; during drop-off and pick-up and whilst communicating
- All staff agree to treat children with respect and kindness during the out of hours provision
- All parents / Carers agree to support us with ensuring all children treat wraparound staff with respect and kindness at all times
- Parents / Carers understand that any concerns raised by an adult within the wraparound provision will follow the Federation's behaviour policy. If this occurs on a regular basis your child's place may be forfeited
- If a parent / carer has a question or concern about the provision, they agree to direct it to the Head of School via the office.

### **Behaviour:**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child.

Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

### **Drop-off:**

- We require children to be dropped off between 7:30am and 8:00am
- Parents / Carers agree to drop off between this time and understand that we may not be able to admit children after this time. After 8:05am there will only be cold food options available
- The outside gate will be closed at 8:05am. When a parent / carer arrives after this time, they may have to wait to be let in due to staff facilitating breakfast and activities in the hall and not being near the buzzer situated in the school office.
- Threshold – we would ask, in order to follow safeguarding procedures, that at no point must a parents / carer cross the internal door (Kingswood) the red main door (Leeds and Broomfield) on drop-off
- If your child is booked in for a specific “arrival time” before 8:00am, we reserve the right to ask staff to start later if all children on that day are arriving after a certain time. If you drop off your child at 7:30am but you have not specified this arrival time, then staff may not yet have opened the gate.
- Staff agree to open the gate for a prompt start based on allocated times
- Children attending breakfast club from Ulcombe or Platts Heath will then be transported by Aspire staff to their corresponding school before registration closes at 8.40am.
- Children attending After School provision from Ulcombe or Platts Heath will be transported by Aspire staff to either Kingswood or Leeds & Broomfield as soon as practically possible at the end of the school day.

### **Pick-Up:**

- Parents / Carers agree to understand that they may be charged for the next hour's cost, if they are more than 10 minutes late to pick their child/ren up
- We agree to accommodate where we can in the case of an emergency with late pick-up
- Parents / carers agree to understand that we cannot accommodate “emergency late” pick-ups on more than two occasions in a term, without an additional charge.
- Parents / Carers agree to understand that without prior notice of an alternative person picking up, children will not be released from the provision to that person, until a confirmation from the parent / carer has been obtained
- Parents / Carers are able to notify the office in writing if there is going to be an alternative adult on a regular weekly basis to collect their child/ren, which we will keep on file for the wraparound register. However, please do not send an alternative adult on this day/s if you have not notified us prior to the change, as we will follow the above point's protocol.
- School agrees not to release children without a parent / carer picking up, or prior notified adult.

- If a parent / carer is going to be late, the wraparound staff can be contacted via the school office number (Kingswood) or the after school club mobile (Leeds and Broomfield). If they do not pick up on the first attempt, please try again.
- Any pick-ups after 6pm will incur a charge
- If a parent / carer does not alert the school that they are going to be late for their session ending, or they do not alert us if they are going to be later than 6pm, safeguarding procedures will be followed
- Threshold – we would ask, in order to follow the safeguarding procedures, that at no point must a parent / carer cross the green internal door (Kingswood) the red outer door (Leeds and Broomfield) on pick-up
- Leeds and Broomfield – call phone number for the after school club and wait at the red door for a member of staff to come. Phone number is on the red door.

### **Clubs:**

Parents / Carers agree to understand that child /ren can attend after school clubs and then join the wraparound care provision afterwards if already booked in for the day / time.

### **Fridays (Kingswood):**

Picking up before or at 4pm on Fridays – Parents / Carers agree to walk around to the library door to pick up their child/ren. A note will be on the front door if this is necessary.

### **Walking Home:**

Parents / Carers agree to understand that children cannot walk home from Wraparound care under any circumstances and need to be picked up.

### **Outside Provision (Kingswood Only):**

During the dry / warmer months, the staff will take your child/ren outside to enjoy the field or playground. A note will be placed on the internal security door to alert parents and carers that they are on the field for pick up. Please feel free to walk around the path to pick up your child.

### **Childcare Vouchers:**

Childcare vouchers can be used for our Wraparound care. Please contact the school office at Leeds and Broomfield or Kingswood either by phone or email to inform us of your provider so arrangements can be made.

### **Non-collection of a Child from After School Club:**

In the event that a child is not collected from the After School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent / carer

- Try to contact the parent / carer. Appropriate messages must be left asking for them to contact the club immediately
- A member of staff must remain near the telephone in order to receive the call after 5:15pm

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established the staff must contact other authorised collectors from the registration form.

The staff must inform the Head teacher or one of the other designated safeguarding leads. After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Head teacher (or other safeguarding leads) will make the decision to contact the Local Authority's Designated Child protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

### **Late Collection from After School Club and Associated Fines:**

Parents / Carers understand that if they collect their child/ren more than 15 minutes after 6pm an additional charge of £10 will apply as the school closes at 6pm

### **Food Provision:**

Both Breakfast and After School care provide food for your child unless directed otherwise by the parent in writing.

Our Wraparound Care staff are aware of the School Food Standards and have received the required training in Food Hygiene. Both the Breakfast and after School care team will provide food that meets the School Food Standards.

### **Allergies, Intolerances and other Food requirements:**

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents / carers inform us beforehand on the registration form.

We are a "nut-free" school site and cannot serve or allow children to bring nuts or products containing nuts into the school.

If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.

Breakfast club is likely to provide options such as:

- Bread / toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Fresh apple / orange juice

The After School team will provide food options which may include cheese and biscuits, breadsticks, fruit and / or vegetable sticks. Water will be provided along with squash.