



Wraparound Care Policy



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1. **About the wraparound provision:**

The school offers a chargeable wraparound care provision for the school's Pre-school and Reception children during school term days at the Merrywood site.

Breakfast Club: from 8.00am to 9.00am for Pre-school children and 8.00am to 8.45am for Reception children. Places are subject to availability.

After School Club: from 3.00pm to 5.30pm for Pre-school children and 3:30pm to 5.30pm for Reception children. Places are subject to availability.

Top-Up sessions: for Pre-school children only from 3.00pm to 3.35pm so that parents with older siblings in the school can collect their children at the same time.

2. **Attendance:**

Parents must book in for set sessions and days of the week for a minimum of one school term. Parents will be invoiced for all booked sessions, whether or not their child attends.

If parents wish to book *ad hoc* extra sessions, they can request this with the school office. Places are subject to availability and are subject to the same terms and conditions.

3. **Refreshments:**

Breakfast Club: Children at Breakfast Club are provided with a choice of cereal, toast, yoghurt and fruit, as well as water to drink. This is included in the fee for Breakfast Club.

After School Club:

Children at After School Club are provided with a light packed tea, consisting of a sandwich or wrap, snack, fruit and a drink. This is included in the fee for After School Club.

Snacks:

If parents would like to send their children with additional snacks, they must adhere to the wider school policy, i.e. no nuts or sesame seed are to be brought into school and all snacks should be healthy ones.

4. **How to apply for a place:**

A request form can be collected from the admin office at the Merrywood site and the completed form can be emailed to wraparound.southville@bristol-schools.uk or returned to the school office.

If parents have more than one child that requires wraparound care, please use one form to fill in the details for all children. Please note that the sessions requested should be the same for all children listed in the request form.

Places are allocated in line with the Allocation of Places detailed in this policy, see section 8.

5. **Bank holidays and INSET days:**

The school is closed on Bank Holidays and closed for children on 5 INSET days during the academic year. Breakfast Club and After School Club will be closed on these dates.

6. **Capacity:**

The school's Breakfast Club capacity is currently for 16 children. The school's After School Club capacity is currently for 24 children.

7. Notice periods:

Parents must give one term's written notice if they no longer wish to use a booked place. Parents will be charged for the remaining sessions within this notice period, even if their child does not attend. *For example, if a parent wishes to terminate on the 14th of February 2020, he or she needs to give notice of termination by the 20th of December 2019.*

8. Allocation of places:

Pre-school / Reception split

Half of all places are reserved for Pre-school children for each session; half are reserved for children in Reception. If any spaces are available after the allocation for each year group has taken place, these will be offered to other children on the waiting list in priority order.

Order of priority

1. Applications will be dealt with on a first-come-first-served basis (please see section 4 on how to apply for a place).
2. Parents of children requesting care on two or more days will be prioritised over those requesting just one day.
3. Siblings requesting wraparound care must have the same sessions requested and, if one of the siblings gets a place, the other sibling will automatically also be given a place.

9. Application waiting list:

There will be two waiting lists: one for Pre-school and one for Reception children. On a day when the Breakfast Club or After School Club is oversubscribed, the school will offer the place according to the two waiting lists, following the 50:50 split (please see section 8).

10. Costs:

Current costs (from 2nd September 2019 and subject to annual review):

Breakfast Club: £4.95
After School Club: £11.15

Parents may drop their children off at Breakfast Club or collect them from After School Club at any time during the wraparound opening hours, but will still be charged for the full session.

11. Late collection

Late collection from the Top-Up Sessions (after 3.35pm) and After School Club (after 5:30pm) will be charged at £1 per minute. For safeguarding purposes, two members of staff must remain on site until all children have been collected, and we have to pass on the cost of paying staff overtime if children are collected late. Where a late collection charge will apply, parents will be asked to sign a form to agree the collection time with a member of staff to avoid any later dispute relating to payment of the fee.

Parents must inform the wraparound team by telephone if they are going to be late collecting their child and provide an estimated time of arrival.