



With friendship, trust and kindness, we fly!



Wrap Around Care Protocol

Introduction

The Swallowtail Federation breakfast club and after school wrap around care exist to provide high quality out of school hour's childcare for our parents and carers. They provide a range of activities in a safe environment.

Breakfast Club

This operate at 8:00 am – 8.40am term time only and is based at each of the individual schools.

There are two session options:

With breakfast - £4.00

Without breakfast - £3.50

When a child is dropped off at a club they will be met by staff and a register kept.

Following breakfast club children are handed over to their class teacher.

After school wrap around

This operates after school from 15:20 – 18:00 term time only. It is based at Hickling Infant Academy in the mobile classroom which has its own kitchen, toilets and outside area. Pupils from Catfield Primary Academy and Sutton Infant Academy will be transported via taxi (Autumn term)/ mini-bus (Spring term onwards). Parents for all pupils will need to collect from Hickling Infant Academy.

There are two session options:

Mini wrap around (15:15 – 16:30)- £4.50

Full wrap around (15:15 – 18:00) (to include a hot light meal) - £10.00

After school wrap around staff will meet all pupils in the reception at Hickling, this will include pupils attending from Hickling and those arriving by taxi/mini-bus. On arrival a register will be taken.

All children, whether booked in for the mini or full wrap around, will be offered a healthy snack and drink on arrival.

Parents will collect children from the Hickling reception area and should ring the doorbell on arrival. Once a pupil departs the register will be marked to indicate this.

Admissions

- Only children attending the Swallowtail Federation are eligible to attend the clubs.
- All places are subject to availability.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Sharing of information

All information about your child that was part of your school registration will be shared with breakfast club and after school wrap around care staff. This includes medical needs, emergency contacts and photo permissions. Parents of children attending wrap around care will be asked to complete a collection form, for adults authorised to collect your child.

Absence

Parents to report their child's absence to their child's school as usual. This would then be passed on to breakfast club/after school wrap around staff.

Children are expected to:

- Follow the school rules
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Following the school's behaviour expectations
- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner in accordance with the school's behaviour policy.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will inform parents.
 - A repeat of poor behaviour, will result in the parent losing their childcare place.

First Aid

- All accidents at breakfast club will be recorded in the school accident book. At after school wrap around there will be a separate book.
- Accident records will give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the club will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

Uncollected children

Parents who book for mini- wrap around and arrive after 16:35 will be charged the full wrap around fee. This is to ensure appropriate staff:pupil ratios are maintained in accordance with regulations and to be fair and equitable to all.

If a child is not collected by 18:05 parents and then emergency contacts will be telephoned. Collection after 18:05 will incur a £5 late fee, with an additional £5 fee per 15 minutes.

Payment of Fees

Fees must be paid half term in advance via the Pupil Asset. (To be reviewed once numbers stabilise).

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private. If payment is not received this may result in a parent losing their childcare place.