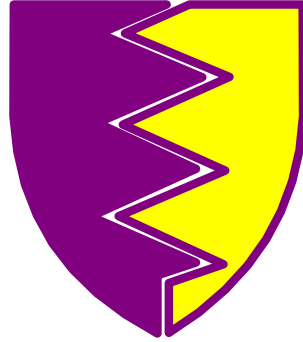


ST. MARY'S



'Dream, Believe, Achieve!'

'With God, all things are possible.' Matthew 19:26

Before and After School Policy

St. Mary's



Early Birds and Night Owls

'Rooted in God's love, we provide a safe and joyful space where every child is welcomed, valued and encouraged to flourish'.

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|----------------------------------|------------|
| Policy Date: | April 2026 |
| Policy Review Date: | April 2027 |
| Signature of Headteacher: | |

St Mary's Church of England Primary School aims are to provide a safe, secure and friendly out of school hour's environment for children under the supervision of qualified staff.

Club aims:

- To provide the highest possible standard of care in a safe, secure, caring and supportive environment, where the children feel comfortable and happy before and after the school day
- To provide a relaxed and informal environment which promotes a balance of free and directed play.
- A wide variety of fun, creative and stimulating activities.
- Access to outdoor play.
- An opportunity to socialise with other children.
- To provide an affordable service to parents/carers.

Opening Times

The wraparound care will open term time only for children from Reception through to Year 6 on Monday to Friday from

- 7.30am -8.40am for breakfast club and
- 3.15pm- 6.00pm for afterschool club with 2 options. These are 3.15pm-4.30pm or 3.15pm-6.00pm.

Our club, '**Early Birds and Night Owls**' will be run by a Club Manager and Play Worker who are both employed by school. Both staff members are enhanced DBS checked and conform to all of the school's employment requirements. Appropriate adult: child staffing ratios will be maintained at all times.

Children are dropped at breakfast club by their Parent/Carer and signed in by a member of staff. All children are escorted onto the playground at 8:35am. Children are welcome to have a breakfast whilst at the club. There is free play and organised activities. Breakfast includes a choice of toast, cereals and fruit and we encourage children to drink water or milk with their breakfast.

After School Club

At the end of the school day, all children will be collected from the covered shelter outside Cadbury's class window by the '**Early Birds and Night Owls**' staff.

Wrap Around Care attendance will be monitored by the Club Manager and all teaching staff will be made aware of attendance at '**Early Birds and Night Owls**' to ensure the smooth transition for all children from class to after school care.

Booking and Payment Arrangements

Wraparound care is an optional extra and must be paid for in advance. 'Optional extra' activities are those which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.

Participation will be on the basis of parental choice and a willingness to meet such charges as are made. Any charge made in respect of individual children may include an appropriate element for the following: materials; other equipment; non-teaching staff costs; insurance costs.

- Places at the club are allocated on a strictly "first come, first served basis "
- The advertised price includes the cost of food (breakfast/tea) regardless if your child will be eating or not.

- All sessions must be paid for including absence and sickness days and all payment is strictly in advance.
- Charges are subject to review and may be adjusted from time to time to reflect costs.

Places can be booked up to an hour before club starts. However, unless there are exceptional circumstances, **'Early Birds and Night Owls'** will not allow a child to attend who has not previously booked and paid for a place in advance –this is to ensure compliance with adult: child ratios and other health and safety requirements.

Fees and Payments

Wrap around care is offered to pupils of **St Mary's Church of England Primary School** during term time only. We offer breakfast and activities at the start of the day and a light tea and activities at the end of the school day.

- 7.30- 8.40am- £8.60
- 3:15-4:30 pm - £8.60
- 3.15-6.00pm - £15.50

The booking system works on a pre-payment basis. Therefore, when you book sessions, you will pay for them at the point of booking. Payments are to be made on Parent Pay. The school has a cash free system therefore does not accept cash or cheques.

If you wish to pay using childcare vouchers, please speak with a member of staff for more information.

There is no discount for those children not having breakfast or tea, the fee includes the price of the food.

If you think you are going to be later than 4: 30pm/6.00pm to collect your child from **'Early Birds and Night Owls'** please notify the after-school Club Manager.

There is currently no charge for late pick up unless this becomes a regular occurrence.

Childcare Voucher

We accept Childcare Vouchers for Wrap Around Care sessions. To ensure that making a payment is as easy and stress-free as possible, please make payment as early as you can. Child Care voucher and tax-free payments take between 3-5 days to reach us so please allow two weeks from when you send them and for our finance team to credit your account (the credit information is obtained from the Bank Statement).

Cancellation

In the event of closure due to circumstances beyond our control, for example weather or an outbreak of illness enforcing a school closure, refunds or replacement sessions will be offered. A member of school staff will endeavour to contact individuals by email, text or telephone.

During adverse weather conditions school closure will be announced on **Fosse Radio (107 FM) and Radio Leicester (104.9 FM)** which will broadcast emergency information. A text message will also be sent to all Parents/Carers.

Refunds

There will be no credits, refunds or alternative sessions for sessions already booked but not used, even in the case of your child being off school sick. Parents are able to amend booking already made before the cut off time.

Responsibility for payment

The responsibility for payment of fees/charges lies at all times with the family person/carer who has made the booking.

Collection

Parents/Carers should collect their children from '**Early Birds and Night Owls**' or name an alternative person to collect their child, this person being aged 18 years or over. If there is any change to this arrangement the wrap around care staff must be notified beforehand.

In the event that a child is not collected by 6.00pm and no contact has been made by the parents to inform they are going to be late, the procedure below will be followed. The staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts. If none of these persons on all of the numbers given to us can be contacted, we will then contact the police (after 30 minutes of the after-school club closing, 6.30pm) to find out if there have been any accidents involving any of these people. The situation will be explained and advice will be sought.

If you are arranging for another adult to collect your child, please inform the office who it is who will be collecting your child.

It is therefore important that we have up to date emergency contact names and telephone numbers. Please ensure these details are updated regularly via your Arbor account.

Menus

A nutritious breakfast is provided, which includes cereal, toast, fresh fruit, milk or water. This is included in the price.

After school, a healthy tea on a rolling 3-week programme will be available. Details will be on the school website and displayed on the '**Early Birds and Night Owls**' Notice Board outside the Hall.

Registers

Children will be registered on the Arbor App on an I-Pad as they are admitted by a member of staff on duty.

Activities

The club provides a variety of free play and structured play with a broad range of activities and freedom for children to choose their own activities.

Behaviour

The club will operate the same behaviour policy as the school and any incidents of inappropriate behaviour will be reported to the Headteacher and the Club Manager will speak to the Parents/Carers of the child(ren) involved.

Fire procedures

All children will be escorted to the fire point in the Walkway, following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the on the Walkway until further instructions are given.

Outdoor Area

Children have access to outdoor space during their time at '**Early Birds and Night Owls**'. If children are outside, there will be a staff member supervising them. If some children are inside and some are outside the door will be kept open with the supervising adults being aware of the whereabouts of all of the children.

Illness

If you suspect that your child may be unwell, please ensure that you inform a member of '**Early Birds and Night Owls**'. Should they become unwell during a session it may be necessary for you to collect them before the end of the session.

Medical

Pupil information including allergies and emergency contacts will be held by the staff. Please ensure that the school is informed of any changes to any information whether it is contact details or medical. It is the responsibility of parents to inform wraparound care about any allergies their child may have.

Prescribed Medication

A staff member from '**Early Birds and Night Owls**' will administer medication as they would in school time. Inhalers, epi pens, antibiotics can be given and we will follow the instructions that have been set out when you complete the normal school form.

Any medication administered by the school during the school day will be passed to the Club Manager to be handed back to the Parent / Carer.

First Aid

All accidents and injuries will be recorded on Medical Tracker in line with school policy. Automatic emails will notify Parents/Carers immediately and will be sent by the Club Manager. A paediatric first aider will be on site at all times.

Any serious accidents will be entered on Assess Net.

Related policies

The wraparound care club follow the policies of St Mary's Church of England Primary School. Please refer to the following policies:

- Medicines Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Complaints Policy
- Positive Behaviour Policy
- Anti-Bullying Policy
- First Aid Procedures
- Fire Drill
- Charging and Remissions

The club is also covered by the school's risk assessments.

Other information

Wrap around care is outside the educational provision of the school during normal school hours. The club will consider the reasonable adjustments that it can make for a child with SEND needs attending wraparound care club and will discuss this with the child's parents. Decisions will be made on a case-by-case basis. Please contact the Headteacher via the school office if you wish to discuss this prior to booking wrap around care.

Contacting wraparound care club

By Phone: 'Early Birds and Night Owls' can be contacted during school hours on the main school telephone number: 01455 637477, option 5. The school office hours are 8.30am -4.30pm. The staff will take your message and share it with the Club Manager.

By Email: Out of school office hours' please email the club on wraparound@stmarys.leics.sch.uk and these will be monitored during the club hours.

Concerns

If Parents/Carers have any concerns they should, primarily, be directed to a member of wraparound care staff. If the matter is not resolved Parents/Carers should contact the Headteacher.

Confidentiality

It is a legal requirement for wraparound care to hold various items of information about the children who attend the clubs. The information is used to produce registers and to have emergency contact details readily available. If there is a concern or an issue arises concerning safeguarding the Safeguarding and Child Protection Policy will take priority over confidentiality. The wraparound care scheme follows the school Data Protection Policy which complies with the requirements set out in the GDPR.

Health & Safety

The wraparound care follows the school Health and Safety Policy and accepts its responsibilities under the Health and Safety at Work Act 1974, for providing a safe and healthy workplace and working environment for all its' employees, pupils, visitors and other persons who may be affected by its activities. We aim to ensure the health, safety and welfare of all children and staff by creating an environment that is safe and without risk to health.