Headteacher
Mrs P. Kossowicz
Holt
Telephone/Fax
(01328) 830377

North Street
Langham

Norfolk
NR25 7DG



e-mail: office@langham.norfolk.sch.uk
www.langhamvillageschool.com

Wraparound Care Policy

Langham Village School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and Tea Time Club. These clubs may be attended on a full- time or a part time basis. The sessions can be booked at least two days in advance on Scopay. Places are subject to availability and are paid for in advance.

This childcare provision is an extension of Langham Village School and therefore operates in line with the school's 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, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Langham Village School Wraparound Care Provision 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:

- 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 food, snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- 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 problem 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

THE CHILD - I will:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values
- 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:

- ensure that our child only attends sessions that are booked in advance online

- 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 Core Values 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

Admissions Policy for Wraparound Care

- Langham Village School Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Online Accounts

- Sessions can only be booked online with a Scopay account.

Maximum Numbers and Waiting Lists

- Currently our staff/pupil ratios allow for 15 children to attend Breakfast Club and 15 children to attend Tea Time Club. Additional staffing will be considered if demand requires it. Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.
- Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Langham Village School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

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.

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 the Headteacher 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 Headteacher.

Opening Hours and Fee Structure

Langham Village School Breakfast Club:

- Is open term-time only with sessions running from 7:30am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (7:30-8:30) is £4.00 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance using ScoPay and are payable at the time of booking.

Langham Village School Tea Time Club:

- Is open term-time only with sessions running from 3:15pm to 6pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is dependent on Start time.
- The fee for a full session 3.15-6.00pm is £12.
- The fee for a part session – starting when after school club has finished – is £8.00
- Sessions must be booked in advance using Scopay and are payable at the time of booking.

Payments and Refunds

- Fees are to cover sessions booked in advance online using a Scopay account. Fees cannot be paid in cash or by cheque at any time.
- Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event after you have already made a booking with either Tea Time Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.
- If you no longer require the use of Breakfast Club or Tea Time Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.
- Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact the school office by email on office@langham.norfolk.sch.uk to inform us of your provider so arrangements can be made.

Arrival and Departure Policy and Procedure

- Langham Village School Breakfast Club and Tea Time Club will operate a rigorous procedure regarding the security and safety of all children within our care.
- There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Breakfast Club

- Arrival to the Breakfast Club
- Children of all ages must be dropped off by an adult or person over 16 years of age.
- At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made.
- Departure from the Breakfast Club into the school day will be organised by the Breakfast Club leader.

Arrival to Tea Time Club

- Pupils will be escorted from their classroom to their wraparound care session by a member of staff where they will be registered.

- Children attending After School Clubs (either run by school or external staff) will be escorted to the Tea Time Club by the After School Club leader.
- If a child has been booked into Tea Time Club, parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each Tea Time Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.

Non-Arrival for Tea Time Club

In the event of a child not arriving during this time the following procedures will be put into place:

- The wraparound care leader will cross reference the daily register to establish attendance/absence of attending pupils.

Departure from the Tea Time Club

- The Tea Time Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.
- Children must be collected promptly at the end of your booked Tea Time Club session by either the parent or a person named by the parent. We will not release children to any siblings or children under the age of 16 years.
- For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not known to the school and the school has not been given advance notice of by the parent or carer.
- In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:
- The Supervisor must be contacted and a full description of the person including their name must be provided.
- The last pick-up and hand over times for Wraparound care is 6.00pm.

Non-Collection of a Child from Tea Time 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 6.00pm.
- 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 designated 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.

Contacting the Breakfast Club or After School Club

By Phone:

- During normal school office hours (8am – 4:30pm) the school office staff will take your message on 01328 830377 and share it with the staff in our wraparound care team.

By Email

- If you wish to contact either the Breakfast or Tea Time Club, please email the school office on: office@langham.norfolk.sch.uk. Messages will be shared with the staff.

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 has 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.

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

The Tea Time will have a set menu

- Monday – Jacket Potato with beans, cheese or tune mayo or a toasted sandwich
- Tuesday – Cheese and tomato pasta bake or toasted sandwich
- Wednesday – omelette or toasted sandwich
- Thursday beans or scrambled egg on toast or toasted sandwich
- Friday pita pizza cheese or pepperoni or toasted sandwich

Fresh fruit/raisins and water and/or milk will be available for every session

Sickness & Medication Policy

All wraparound care staff members have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the main school line on the first day of their child being absent with illness and give the reason.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents are asked not to bring their child to the After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the wraparound care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Wraparound care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website.

Medication

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

Prescribed Medication

The Wraparound Care provision is unable to administer any medication during sessions. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer.

Current Individual Health Care Plan details e.g. for asthma will be shared by the school with the club leader.

This Policy was written January 2025
Due to be reviewed January 2026

Signed: Mrs P Kossowicz – Head teacher
Signed Ms Kate Jackson – Chair of Governors