



## Hady Primary School

# Hady Primary School Wrap Around Care Policy Terms and Conditions

## Our Aim

Hady Primary School operate before and after school clubs to provide high quality wrap around childcare for our parents and carers. They provide a range of stimulating and creative activities in a safe environment.

- Breakfast Club operates from 7.15am – 8.40am (Term time only).
- After School Care operates from 3.10pm – 6.00pm (Term time only).

Current costs for each session can be obtained from the school office. A copy of this policy is provided to all parents and carers of children attending Hady Primary School, along with the Hady Primary School website.

## Admissions

- Only children attending Hady Primary School are eligible to attend.
- All places are subject to availability.
- All parents will receive a paper copy of this policy, and this policy is available to view via our school website.
- All staff are made aware of the details of all children attending.
- Children's attendance is recorded in a daily register by members of staff.

## Wrap Around Care email account

[office@hadyprimary.chorustrust.org](mailto:office@hadyprimary.chorustrust.org)

Please use this email address for any queries/amendments or change in circumstances.

### Headteacher: Mrs Jane Loader

Hady Primary School  
Hady Lane  
Chesterfield  
S41 0DF

**T** 01246 279 254  
**E** [office@hadyprimary.chorustrust.org](mailto:office@hadyprimary.chorustrust.org)  
**W** [www.hadyprimary.chorustrust.org](http://www.hadyprimary.chorustrust.org)



### Chorus Education Trust CEO: Mr Chris James

 @hpschesterfield |  @hadyprimaryschool

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## Arrival and Departures

### Breakfast Club

- Breakfast club will be held in the School Hall and is open from 7.15am. Children can arrive at any time from then onwards.
- On arrival at the main reception area, a staff member will then meet you at the door. Parents/carers will be required to sign the register before leaving and the staff member will escort your child into the hall.
- Breakfast will be available until 8:30am for Hady Primary School children.
- Once your child's place has been confirmed, if you wish to make any further amendments to their attendance, please communicate this with the school office and NOT the breakfast club staff.
- We require 24 hour's notice to cancel a session, less than 24 hour's notice will result in the charge still being applied to your child's account.

### After School Care

- Children will ensure they have all their belongings, as they are not allowed back into their classrooms.
- They will head to the School Hall to be registered.
- Parents must inform office staff if their child/children are going to be absent. If you decide to collect your child on the day and the office staff have not been informed, your child should still attend After School Care to be signed out. For safeguarding reasons, staff will follow up all unexpected absences.
- We require 24 hour's notice to cancel a session, less than 24 hour's notice will result in the charge still being applied to your child's account.
- If you are going to be late or collection arrangements change, please contact After School Club directly by calling **07346702248**.

### Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector (see appendix 2), and the time of departure will be recorded.
- Parents/carers must ensure that any person who has consent to collect their child is listed on the registration form and it is kept up to date.

## Parking

***Please be aware the car park at Hady Primary School is used by Staff so please ensure that if you are using you park considerably to allow staff to leave on an evening.***

### Breakfast Club Daily Routine

- 7.15am – 8.30am parents/carers bring their child/children to Breakfast Club where a range of activities will be available.
- Children wishing to have breakfast will wash their hands ready to enjoy breakfast including a choice of: toast, cereal, yoghurt, fruit and juice.
- After breakfast there will be an opportunity to play games, read, and relax with friends.
- 8.30am tidy up time for Hady Primary School children, encouraging the children to take responsibility for the environment.
- 8.35am children collect their coats and bags and walk to class for the start of the school day.

### After School Club Routine

- Hady Primary School Children will make their way to the School Hall to be registered. Children are not allowed back into class.
- 3.30pm children will be offered a snack: fruit and a drink.
- Children can then choose from a range of planned activities, both indoors and outdoors.
- 4.30pm children will be provided a further healthy light meal and a drink.
- All food provided satisfies Food Standard Agency requirements.
- All staff have food hygiene certificates.
- Parents/Carers will be required to sign their child out of After School Club on the register.

## Payment of Fees

### Hady Primary School

To book your child a place in Wrap Around Care you will be required to make payment at the point of booking a slot for your child. Your child will not be able to attend without a booking being made prior to the date and payment having been made via Arbor.

Payment is due for all contracted sessions even if your child is unable to attend their booked session.

Places can be booked in Wrap Around Care up to 8 weeks in advance.

**Where possible, we ask that children are booked into Breakfast Club and Afterschool Club in advance. This helps us ensure correct staff-to-child ratios, plan activities, and provide sufficient food. A £5 charge will apply to any unbooked session in addition to the standard session fee.**

**Sessions booked are non-refundable unless 24 hour's notice is given.**

If a parent/carer 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.

Please pay fees via Arbor. We also accept childcare vouchers.

## Behaviour

### Whilst attending wrap around care, children are expected to:

- Show consideration to the staff, their peers, the building and equipment. Aggressive, disruptive or discriminatory behaviour will not be tolerated.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Challenging behaviour will be addressed in a calm, firm and positive manner following the School's Behaviour Policy.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- If there is no improvement in behaviour a 'Time Out' will be given
- If inappropriate behaviour persists staff will communicate with Parents/Carers to formulate a clear strategy.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may be temporarily or permanently excluded from Wrap Around Care. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## First Aid

- Staff are fully first aid trained.
- All accidents will be recorded in the school accident information system, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must include details: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.

Parents of any child/children who become unwell during Wrap Around Care will be contacted immediately. If a child is sent home during school hours, the after-school club staff will be informed of their absence. Should your child require emergency treatment,

the staff will attempt to contact you immediately. However, they may need to act 'in loco parentis' should they have to respond quickly. If an ambulance is necessary and we are unable to contact you a member of staff will accompany your child, taking their registration details with them.

## Missing or Uncollected children

### Missing children

In the event that a child goes missing or does not arrive for registration, the following procedure will be undertaken:

- In the first instance, contact is made to parents/carers via the school office.
- Senior school staff will be informed of the missing child.
- A search will be made inside of the building and an outside search of the building. If the child remains missing, the emergency services and parents will be contacted.

### Uncollected children

If you are going to be late and have not contacted the after-school care staff and your child has not been collected by 6:00pm you will be contacted in the first instance by telephone. The additional contacts you have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

**A charge will be levied for late collection. If you arrive to collect your child 10 minutes or more later than the agreed pick-up time, you will be charged the full cost of an additional session.**

**This charge will be added to your child's account the following day.**

## Health and Safety

Whilst on our premises children will be expected to follow wrap around care school rules. Please be assured that these rules are in place to protect the children and staff and ensure their health and safety while attending wrap around care. A copy of the Health and Safety policy is available on the school website.

## Complaints procedure

We hope that you don't have cause to complain, however, a copy of the complaint's policy/procedure is available on our website.

### Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy

## Appendix 1

# HADY PRIMARY SCHOOL WRAP AROUND CARE AGREEMENT

I .....parent/carer of.....

have seen and read the attached policy and confirm that I will adhere to the conditions stipulated.

Parent/Carer Signature .....

Print name .....

Date .....

Appendix 2

# HADY PRIMARY SCHOOL WRAP AROUND CARE AGREEMENT

## NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILD'S NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from After School Club, including parents and carers.

	Relationship to the child	
1		
2		
3		
4		
5		
6		
7		

### Appendix 3

# HADY PRIMARY SCHOOL WRAP AROUND CARE AGREEMENT CONSENTS

## Photographs and Videos

During Wrap Around Care, we sometimes take photographs and videos of the children to celebrate their achievements and to display the activities they have been taking part in.

I consent for photos/videos of my child/ren to be used as part of in-school displays

I consent for photos/videos of my child/ren to be used in school-generated material such as the school website (including newsletter), school social media, school prospectus and externally-generated media such as newspaper articles.

## Food Tasting

During Wrap Around Care your child will be able to participate in a range of activities that may include preparing food and tasting food.

I give permission for my child to take part in food tasting activities and I shall ensure that I inform Wrap Around/School in writing of any medically diagnosed food allergies

Or

I do not give permission for my child to participate in food tasting activities.

### Film Consent

During Wrap Around Care your child will be able to participate in a range of activities that may include watching movies. Movies will be carefully selected but from time to time may include movies that are rated PG (Parental guidance).

I give permission for my child to watch PG rated movies.

Or

I do not give permission for my child to watch PG rated movies.