



Bathwick St. Mary Church School

Wraparound Care Service

Parent / Carer Handbook (p. 1-5)

Parent / Carer Contract (p. 6-7)

(Please sign and return)

The Wraparound Care Service

This is a facility provided by the school in order to accommodate the variable time demands of modern life. The School's Wraparound Care Club provides additional activities for our children and allows much greater flexibility to the normal drop-off and pick-up times. We seek to recreate a family environment – the '**Club family**' where children can enjoy a relaxed choice of activities at both breakfast and after school care.

What will the Club experience be like for my child?

Using predominantly the Hall and the playground or play garden if weather permits, we provide the following style of activities, some of which will be offered on a rotation. There are different areas or zones providing a choice of 'tempo' of activities that children can choose to participate in, including:

- Sports and active games
- Free play
- Lego, puzzles, and similar play choices
- Craft activities
- Opportunity to complete homework
- Art activities and choice of art equipment
- Quiet areas for relaxing with a book or similar
- Other planned activities as appropriate

Who runs the Clubs?

Both Breakfast Club and After School Club are run by School and all staff are directly employed by the school (apart from occasional supply staff due to illness etc.). The School is accountable for the Clubs so any questions and queries should be directed to the School Office. The Club staff will be able to deal with any queries relating to any day to day running issues.

What safeguarding measures are in place?

- All Club leaders have undertaken full Safeguarding checks and training equivalent to other staff members at school which will enable them to fulfil the demands of the Club role
- Parents must inform the club of all relevant personal details (such as parent phone, email, address and children's medical details) using the online system (iPAL) to ensure we have all the appropriate details to safely run the Clubs. School also will have access to both school and club databases, but parents are responsible for updating both Club and School with contact and medical information if and when these change. Parents should ensure they annually check all details and make necessary changes (updating their child's year group, for example).
- At least one Club leader at both Breakfast and After School will hold a full Paediatric First Aid qualification and at least one will hold food hygiene certification
- **Drop off and collection will at the main school entrance. Please access the main entrance via the playground gates then up the steps – please do not use the drive.** Children in Year 5 and 6 who usually walk to school or home on their own will continue to be able to do so – this needs to be made clear on the iPAL registration.
- Parents / Collectors need to give their password when signing children out of the Club.
- The staff to child ratio is 1:15 maximum.
- The Club is not part of statutory schooling hours or Government funding. We aim to open the service to all children. However, where a child's EHCP includes support specifically to help regulate emotion / behaviour during the school day, or where a child without an EHCP has recently struggled to comply with the School's behaviour code, a risk assessment will be required before the booking is confirmed to assess whether or not the support available will enable the child to enjoy participation. That risk assessment would take into account the detrimental impact on the child should they no longer be able to access the service because they are not able to meet the behaviour code in the setting without the level of support provided during the school day through their EHCP.

As the Clubs are run by school, all usual school Safeguarding measures are in place which are closely monitored by our Safeguarding Governor and Local Governor Committee, as well as oversight from Bath and Wells Multi Academy Trust.

What is offered at Breakfast Club?

- Breakfast Club will be run by Club Leaders from the school staff (and occasionally other staff in event of training / sickness)
- Drop off anytime from 7.30 a.m.
- Children will be taken to class ready for the 8.50 start to the school day
- Breakfast is only served before 8.15. **Children arriving after 8.15 must have had breakfast at home prior to arrival.**
- The cost will be £6.00 per session to include a buffet consisting of a selection of cereals, toast, croissant or similar, fresh fruit, yoghurt and water and milk (all allergies will be catered for – but we must have prior notice of these)
- The games and activities are outlined above.

What is offered at After School Club?

- After School Club will be run by Club Leaders from the school staff (and occasionally other staff in event of training / sickness)
- The timings are designed to be as flexible as possible:
 - End of a normal school day to 4.30 p.m.
 - To include a snack and drinks by 4 p.m.
 - Cost is £6.00
 - End of school run club to 5.30 p.m. / 4.30 to 5.30 p.m.
 - To include tea and drinks around 5 p.m.
 - Cost is £6.00
- A cold buffet tea will include sandwiches with a variety of fillings, a homemade sausage roll/breadsticks/rice cakes/crackers or similar, yoghurt, a selection of fresh fruit and cheese with biscuits as well as drinks including milk (all allergies will be catered for – but we must have prior notice of these)
- The games and activities are outlined above.

What are the booking arrangements?

- There are 30 spaces available at both Breakfast and After School Club
- All booking is via <https://bathwickstmary.schoolipal.co.uk>. iPAL gives you full access to your account information and makes it easy to book and manage your child's Wraparound Care bookings and attendance.
- Parents must first set up an account with iPAL:
 - Click, 'Register for Children's Bookings' and go through the necessary steps.
 - Please complete all details **as fully as possible**. (All contact details and medical details etc. must be completed - even if you have already shared this with school).
 - **Please ensure information is updated annually – including child's year group**
- To book a session, click on the 'Wraparound Care' tile and follow the clear steps.
- For more information or to watch videos to guide you through the registration process and learn how to book, make payment and manage activity clubs and childcare there are helpful videos and information in the hints and tips tab on the platform.
- Please only book sessions you expect to need. Whilst we allow a 24 hour cancellation period which will give the greatest flexibility to parents, parents should not 'block book' for times and dates they are unlikely to need 'just in case'. We will monitor the system to ensure all parents have an equal and fair opportunity to book. Thank you for your understanding.
- You can book up to the end of the school year in advance. You will only be charged for the current month and will need to pay in advance. i.e. all November booking must be paid for on or by 31st October. All bookings for the current month need to be paid for at the time of booking.
- All bookings are handled by this system and the Club leaders, not the School Office. The School Office will of course continue to support parents with general queries as much as possible.
- All bookings are on a first come and first served basis. This booking and payment system is completely separate to all school databases. Therefore, Parents wishing to use Breakfast or After School Clubs must share all details requested, including contact details, address details, medical information etc. *even if you have already shared this information with school.*

- The 'booking window' will range from:
 - **Breakfast:** Book from a few minutes before club starts and up to the end of the school year in advance
 - **After School Club:** Book up to 12.00 midday on the day of the club (to allow for catering) and up to the end of the school year in advance.
 - **The Wraparound bookings are closed at midday. No children will be able to book after midday for After School Club on the same day.** In *emergency* situations we will do all we can to support your children and family and provide a space if at all possible, but this cannot be guaranteed.
- **Late pickups:** Parents will be charged £5.00 per 15 minutes if they are more than 15 minutes late. If children are collected late after 5.30 more than three times in any six week period, the school reserves the right to cancel the place and subsequent bookings. This fee is automatically deducted from your iPAL wallet. Please note that the late fee will be applied on any occasion that you are late collecting your child. In exceptional circumstances, you may be able to appeal the late charge. To make an appeal please email the school office (office@bsm.bwmat.org).

What about cancelling bookings?

- If you need to cancel a pre booked space, this must be done the day before the Club. If your child is ill on the day and we are unable to fill the space, you will be charged.
- School reserves the right to cancel the place of any child in the club where repeated poor behaviour is evident. School will inform parents where children's behaviour is not acceptable. If poor behaviour persists, a member of the school Senior Leadership team will inform parents of a temporary or permanent ban on their child's space. A full refund will be provided for all booked spaces that have not been used.

How do I pay?

You can book up to the end of the school year in advance. You will only be charged for the current month and will need to pay in advance. i.e. all November booking must be paid for on or by 31st October. All bookings for the current month need to be paid for at the time of booking.

Card Payments: Credit and debit card payments can be made online and card details can be securely saved.

Childcare Vouchers:

- We are set up to receive payments from a range of Childcare Voucher schemes. If your employer uses a different scheme we will need to set this up (the process can take a few weeks). Please contact sheryl.self@bsm.bwmat.org if you use an alternative provider. We currently accept:
 - Kiddivouchers (Please ensure recipient is Bathwick St Mary's School)
 - Edenred (Carer account no: P21231670)
 - Computershare Voucher Services (Parents are able to locate and select the account to make payment via user ID number 0026351538, setting name and/or postcode.)
 - Tax Free Childcare (Please search for school name, address, postcode or our reference 145515)
 - Enjoy Benefits (Search using postcode BA2 6NN)
 - Fideliti (School account number is BAT026C)
 - Sodexo (Carer account No: 904193)
- Childcare Voucher payments can be made via iPAL in two ways:
 - Add voucher payments to your wallet so that you can then use your wallet for ad-hoc bookings, or
 - Make a booking and select to pay by Childcare Voucher
- When making a payment with Childcare Vouchers it is important that you provide us with all the information including the provider name to help us locate and verify your voucher payment and that you ensure payments are transferred from Childcare Voucher accounts at the time of booking.
- **You will need to log in to your Childcare Voucher provider's account and make the payment manually to School.** Please note this can take up to 5 working days to be verified. It is the parent or carer's responsibility to add the voucher information to iPAL. You can only have two pending vouchers at a time.

Wallet Payments: Any additional payments or refunds will show as a credit in your wallet which can be used to make bookings. You can also add funds to your wallet to pay for your child or children's bookings. Please note the iPAL system **DOES NOT GIVE REFUNDS** back into your bank or Childcare account. It is very important therefore that parents carefully manage the money in their wallet so by the time your child leaves school the balance is at zero.

Is the school seeking to make a profit?

We make modest profit annually, after staffing, insurance, training, equipment, food and other costs are taken into account. However, this is dependent on numbers of children taking up the service. Any profit that may be generated goes back directly into Bathwick St. Mary Church School accounts and be used to benefit our children. This will be overseen by our Local Governing Committee. We provide a much needed service to our parents and provide an excellent experience for children who are part of the 'Club family' whether on a regular or ad hoc basis. We have sought to be competitive and fair in our pricing structure.

Policies and Procedures

We take care in ensuring we are constantly up-to-date with all current legislations and policies. As this is a school run club, all school policies and procedures apply to the Club environment. We are committed to ensuring the security and protection of the personal information that we process and to provide a GDPR compliant and consistent approach to data protection.

Do you offer staff discounts?

The school reserves the right to offer discounts at its discretion and withdraw these with reasonable notice. We currently offer 50% discount to any members of staff (defined as those who are on the school payroll system or run before or after school clubs at Bathwick to benefit the children who attend the school) who have children at this school. For school staff who regularly run Wraparound Care, a free space will be given to their child/children on the days they are running the Club. Occasionally, where a member of staff has been requested to work overtime in order to support the wider running of the school, a free place will be offered to their child or children for that particular session where there is capacity to do so.

Increase in Fees

Our fees are reviewed annually and may be subject to an increase at the beginning of the school year. Fees will remain unchanged for the remainder of the school year and until the next annual review. Parents will be given reasonable notice of any fee increase.

Bathwick St. Mary Church School

Wraparound Care Service



Parent's Contract

By using this service, Parents agree to the following:

I consent for my child to attend Wraparound Care (hereinafter, the 'Club(s)') at Bathwick St. Mary Church School (hereinafter, the 'School'). I understand that the School has policies and procedures in place and that there are expectations and obligations relating to both the school, myself and my child and I agree to abide by them.

I understand that the Club is a care facility and that, whilst my child is there, the School is legally responsible for him/her. I am aware that it is my responsibility to ensure that all contact details, child's year group, dietary requirements and medical conditions remain updated on my iPAL account.

I understand that my child will be provided with food and drink at the Clubs.

I understand that, once my child is handed over at Breakfast Club, he/she will be in the care of the Club staff until the start of the school day (usually 8.50 a.m.) when School staff are responsible for my child.

I understand that my child will be in the care of After School Club staff from the end of the school day (usually 15.20 for Infants and 15.25 for Juniors) until they are signed out by a "Named" responsible adult.

I understand that it is my responsibility to keep the Club staff informed of any alterations to the information regarding my child.

I accept that, whilst at the setting, my child may get involved in 'messy' activities such as craft and outdoor sessions.

I understand that the Club cannot admit my child any earlier than the appointed time and that I or another "Named" adult must accompany my child or children into the Club and sign my child or children in. If my child is year 5 and 6 and usually walks to and from school without adult supervision, this needs to be made clear on the iPAL registration.

I understand that After School Club closes at 5.30pm and, if for any unforeseen circumstances I am going to be late, I will contact the School Office by telephone on 01225 465654 before 5.30 p.m.

I understand that if my child remains at 6.00pm, after doing everything possible to contact parents or any nominated carers, Club leaders will contact the B&NES Emergency Duty Team (Children's Social Care Services).

I understand that, if my child is not collected on time I will incur late fees. If my lateness is due to exceptional circumstances, I understand that I can contact office@bsm.bwmat.org to explain and appeal the late charge.

I understand the iPAL system does not give refunds back into my bank account or Childcare account so will ensure I carefully manage the money in my wallet.

Whilst School try to ensure the safety and security of items, I understand that they cannot be held responsible for anything that is lost or stolen.

I understand that my child will be expected to behave at Club in the same way they would at School, following the Behaviour Policy. I understand that if my child's behaviour is not acceptable, they may receive a temporary or even permanent ban on access to Wraparound Care.

I understand that, if my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible (unless it is deemed as a 'minor' bump or scrape). If there is a situation where my child needs urgent medical treatment and I am unavailable, a senior member of staff from School or Club may sign any consent forms necessary for treatment on my behalf.

Any information and details regarding my child will be treated as confidential. I realise, however, that there may be times, for example in cases of Child Protection concerns, when details of my child may be passed on to other agencies, for example, Police, Social Care, and Health Care Professionals.

I understand that where a child's EHCP includes support specifically to help regulate emotion / behaviour during the school day, or where a child without an EHCP has recently struggled to comply with the School's behaviour code, a risk assessment will be required before the booking is confirmed to assess whether or not the support available will enable the child to enjoy participation.

I understand that if parents or carers 'block book' and then repeatedly cancel unwanted sessions (which will mean other children are unable to secure a space), the School has the right to cancel all future bookings with one weeks' notice.

I have read and understood the above terms and conditions and by including my children in any Club activity I agree to abide by them.

Name of Parent(s) / Carer(s): _____

Signed: _____

Name of Child/ren: _____ Year Group: _____

Name of Child/ren: _____ Year Group: _____

Name of Child/ren: _____ Year Group: _____

Date: _____