OUR SCHOOL VISION

Our mission is to RECOGNISE the original gifts of our young people, preparing them for SERVICE in the common good for the transformation of society and we aim for academic EXCELLENCE for all, for the sake of the dignity of the individual.

OUR MISSION STATEMENT

Together,
Through our words and actions,
Our work and play,
We point towards Christ
Each and every day

St. John the Baptist Catholic Primary School, Floral Way, Andover.

Wrap-around care Policy

"Train the young in the way they should go; even when old, they will not swerve from it." (PV 22:6)

This policy has been approved and adopted by the Governing Body in May 2026 and will be reviewed in May 2029

Signed by Chair of Governors: _____

Signed by Headteacher:_____

Date	Reason & Changes Made	By
29/4/24	First published	Catherine Whatley Headteacher
27/4/26	Policy review cycle	Catherine Whatley Headteacher

Introduction

At St John the Baptist Catholic Primary School, guided by our mission statement "Together, through our words and actions, our work and play, we point towards Christ each and every day," we recognise the importance of providing a safe, nurturing, and supportive environment for our children beyond regular school hours.
Our Wrap-around Care provision, consisting of Larks Breakfast Club and Owls After-school Club, is designed to embody this mission by offering high-quality childcare services before and after the school day.
Rooted in the teachings of the Catholic faith, our Wrap-around Care provision aims to extend the holistic educational experience of our children while ensuring their well-being and development.
This childcare provision is an extension of St John the Baptist Catholic Primary School and therefore operates in line with the school's ethos and values and high expectations of child 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.

THE SCHOOL - We will endeavour to:

- 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 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 do my best to:

- Be polite, friendly, kind and helpful to others
- Demonstrate the school's Core Values and adhere to the school rules: Ready, Respectful, Safe
- 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 endeavour to:

- 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, school rules 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

This agreement forms part of the admission forms and must be signed and returned before starting either the Breakfast Club or After School club.

Opening Hours and Fee Structure

Larks Breakfast Club:

- Larks operates Monday to Friday from 7:45am to 9:00am, term time only
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is inclusive of breakfast consisting of a variety of cereals, toast with butter, jam, honey, baked beans or spaghetti hoops, pancakes, crumpets, crackers, yogurt, fruit or similar items along with squash or water.
- Sessions must be booked in advance through the school office
- 4 weeks' notice is required to terminate the registration.

Owls After-school Club:

- Owls operates Monday to Friday from 3:35pm to 5:30pm, term time only
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is inclusive of a light afternoon snack consisting of crackers, rice cakes, French toast, bread sticks, fruit loaf, yogurt, fruit, popcorn or similar items along with squash or water.
- Sessions must be booked in advance through the school office
- 4 Weeks' notice is required to terminate the registration

Drop-in Session

Drop in – children not booked by term: 48 hours' notice required, and subject to space being available and payment in advance.

Activities

Much like the curriculum available during the school day, children will take part in a range of activities including:

- Physical activities – both structured and free-play sports, games, Trim Trail
- Art and Craft project-based learning – a range of well-planned and structured activities related to a theme.
- Quiet time – homework support, free play, reading

Payments and Refunds

Payment must be made on line via Arbor. For regular bookings, you are required to make payment half termly in advance.

If the booking is made whereby the first session is less than a month away then payment will need to be made at the time of booking.
If payment is not received, the booking will be deemed null and void and your child will be unable to attend.
For drop-in, 'on the day' session's payment must be made at the time of booking the session.

Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these provisions. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc.

From September each year, fees will be adjusted based on inflation data published by the Office for National Statistics (ONS). The adjustment will be calculated using **the Consumer Price Index (CPI) for Miscellaneous Goods and Services.** This approach ensures that our pricing reflects the real cost of delivering a safe, reliable, and well-staffed provision for your children. The governing body will continue to provide families with advance notice of any changes each summer so there is time to plan for the year ahead.

Cancellations

Cancellations must be made 48 hours prior to your child attending the session. Failure to inform us within the set timeframe will result in the charge for that session going ahead. For cancellations whereby payment has already been made, the cancelled session amount will be deducted from the next half termly instalment.
Refunds will only be issued where a significant number of concurrent sessions are cancelled by the school due to unforeseen circumstances (i.e. emergency school closure due to snow etc.). On the rare occasion that individual sessions are cancelled, credit will be issued against future bookings.
Refunds will not be made for non-attendance at the provision due to child illness, appointments, refusal to attend or late cancellation (less than 48 hours).

If you no longer require the use of Breakfast Club or After School 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.

If the school is forced to close in response to a government, local authority or another statutory body action, as part of a local or national lockdown, charges will still be made, at the full cost if children attend. For those unable to attend, the school will ask for 30% of the fee to ensure the sustainability of the provision.

Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact the school office team either by phone on 01264 361 806 or by email on office@st-john-andover.hants.sch.uk to inform us of your provider so arrangements can be made.

Arrival and Departure Policy and Procedure

St John the Baptist Catholic Primary School Breakfast Club and After School 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 provisions. 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.

Children in Year 5 & 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children will be handed over to the Breakfast Club staff at the Serenity Room Entrance from 7:45am by ringing the doorbell for attention.

Arrival can take place up to 8:20am as breakfast will not be served after 8:30am.

At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the office team who will cross-reference children in attendance at that session against the online bookings made.

Children who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid.

Non-Arrival for Breakfast Club

Non-arrival to the Breakfast Club will result in a call being placed to a parent or carer to ascertain the whereabouts of a child following registration for the start of the school day. The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern. Monies will not be refunded for absence.

Departure from the Breakfast Club into the school day

KS2 children will be released from Serenity Room by the Breakfast Club staff at 9am to walk to their classrooms for the start of the day. KS1 children will be escorted to their classrooms by Breakfast Club staff.

After School Club

Arrival to After School Club

Children will be escorted from their classroom to the Serenity Room by a member of staff where they will be registered.

Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by the extra-curricular provision leader.

If a child has been booked into After School Club, parents/carers must inform the school by no later than 12pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to the office team who will cross-reference children in attendance at that session against the online bookings made. Children who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

Non-Arrival for After School Club

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

- After school Club staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named parent to ascertain the whereabouts of the child.

Departure from the After-School Club

The After School 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 After School Club session by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years.

When collecting your child from the Serenity Room please use the doorbell to gain the attention of a member of staff, your child will then be brought out to you, please wait by the entrance for your child unless invited in by a member of staff.

Parents and authorised adults must sign the collection register before leaving the building.

For ‘first time’ pick up, an authorised person will be required to provide a suitable form of identification as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office
The last pick-up and hand over times for after-school care is 5:45pm.

Non-Collection of a Child from After School 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 school immediately.
- A member of staff must remain near the telephone in order to receive the call after 5:45pm.

If the child has not been collected by the end of the Provision'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 staff have not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact Children's Services and/or the police. 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.

Late Collection from After School Club and Associated Fines

If you are late picking up after 5:45pm you will incur a charge. On first occasion, one late warning is issued (valid for one term). On subsequent occasions £20 will be charged
Children who are late to be picked up after the end of the school day at 3:35pm or late picking up from extra-curricular clubs, will be put into After School Club and a £6 charge will be made.

Parking

Parking restrictions apply on Floral Way from 8am, to accommodate this, the start time of breakfast club is 7.45am. Parents should park on the highway; for health and safety reasons **access to/parking in the school car park is not permitted**.

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 on the registration form.

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

• Fresh apple/orange juice

The After School team will provide food options which may include cheese and biscuits, breadsticks, fruit and/or vegetable sticks. Water will be available along with juice.

Sickness & Medication Policy

Sickness

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 school office on the first day of their child being absent with illness and give the reason.
- 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 Breakfast and After School care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care.

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 provision staff to be handed back to the parent/carer.

Current Individual Health Care Plan details e.g. for asthma, etc. will be shared by the school with the provision staff.

If medicines need to be passed to the school office, this can be done via the breakfast club staff who will ask for the completed and signed medicine form. This can be downloaded from the school website.

Admissions for Wrap-around Care

Wrap-around Care is available to all children enrolled at St John the Baptist Catholic Primary School. Once a child leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Registration Forms

Spaces are limited to a set number of children per session. If we are unable to accept your booking due to the number of children already attending on your desired session/day we will give you the option of being entered on to our waiting list. We will contact you as soon as a space becomes available that meets your requirements.

Parents/carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms MUST be returned directly to the school office in a sealed envelope and NOT via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

Once registration forms have been completed, the school office will contact parents with the provisions' available spaces and confirm place allocation or waiting list allocation. Parents will be required to set up a Arbor account if they do not currently have one. Bookings can be made session by session (drop in) or as block bookings once your account has been credited.

Parents/guardians can make payments for Wrap-around Care using childcare vouchers, providing a convenient and flexible option to manage childcare expenses.

Please be advised that drop-in bookings are subject to availability. Bookings for 'on the day' must be made no later than 12:00 noon.

Maximum Numbers and Waiting Lists

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 / child ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

The waiting list will be maintained for each day of the week for both Larks Breakfast Club and Owls After-school Club. The waiting list will be reviewed annually and whenever a child leaves the provision and a space becomes available.

Specific Individual Needs

Wrap-around care is open to all children who attend St John the Baptist Catholic Primary School. Staff who work within the provision are trained to support children of all ages, abilities and need. Many of our children who have Special Education Needs (SEND) access a bespoke and specialised curriculum during their school day to meet their needs. Unfortunately, we will not be able to offer a specialised or highly adapted support within provisions, however we are confident that the inclusive nature of the activities planned will be accessible by all our children. Children who are in receipt of an EHCP funding or 1:1 support will not be eligible to transfer this support to this provision as it does not form as part of the school day. 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

It is important that children adhere to these rules to keep our school community safe and welcoming for others. Children will be supported to make positive choices as per the school's Behaviour Policy.

Where children have been unsuccessful in following the school rules, staff will support children by providing them reminders and reflection time. However, if children exhibit behaviour that would typically receive action from a senior member of staff as it puts the safety of children and staff at risk, then the following procedures will take place:

1. In the first instance, the parents will be informed verbally at collection time
2. If behaviour continues, parents will be informed via a written letter discussing the child's behaviour and the possibility of withdrawal from provisions
3. Written confirmation will be sent, withdrawing your child from the provision for a set period of time
4. Further incidents will result in a second and final written confirmation, withdrawing your child from the provision for the remainder of the academic year

Safeguarding Procedures

- All staff members involved in the Wrap-around Care programme will undergo appropriate safeguarding training in line with UK statutory requirements

- Safeguarding policies and procedures, including reporting mechanisms for concerns regarding child welfare, will be clearly communicated and strictly adhered to by all staff members
- Designated Safeguarding Leads will be readily accessible to respond to any safeguarding concerns or disclosures from children, parents or staff members
- Robust recruitment procedures will be followed, including the completion of necessary background checks and verification of qualifications, to ensure the suitability of all staff members working with children