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November 2024 – November 2028

# Wraparound Care Policy



**WATERTON**  
ACADEMY TRUST®

**Contents**

**1. Our School ..... 4**

1.1 Our Vision .....4

1.2 Our Values .....4

1.3 Our Golden Rule.....4

1.4 Our School Aims .....5

1.5 Our Community .....5

1.6 Our Academy Trust .....5

**2. Policy Summary ..... 6**

2.1 Policy Introduction & Rationale .....6

2.2 Policy Aims .....6

2.3 Inclusivity Statement.....6

**3. Legalities & Linked Documents ..... 6**

3.1 Linked School & Trust Policies .....6

3.2 Linked National & Local Documents .....6

**4. Breakfast Club ..... 6**

4.1 Booking .....6

4.2 Timings .....6

4.3 Cost .....7

4.4 Menu Items .....7

4.5 Activities .....7

4.6 School Cancellations .....7

4.7 Refunds .....7

4.8 Venue .....7

4.9 Staffing .....8

4.9.1 Registers .....8

4.9.2 Unsupervised Children.....8

4.9.3 Refusal of Entry.....8

**5. PlayZone ..... 8**

5.1 Booking .....8

5.2 Timings & Costs .....8

5.3 Menu Items .....8

5.4 Activities .....9

5.5 School Cancellations .....9

5.6 Refunds .....9

5.7 Venue .....9

5.8 Staffing .....9

5.9 Registers .....9



5.9.1 Late Collections ..... 9

**6. Holiday Club .....10**

6.1 Booking ..... 10

6.2 Timings & Costs ..... 10

6.3 Food ..... 10

6.4 School Cancellations ..... 10

6.5 Refunds ..... 10

6.6 Venue ..... 10

6.7 Staffing ..... 10

6.8 Registers ..... 10

6.9 Late Collections ..... 11

**7. General Information ..... 11**

7.1 Food Hygiene ..... 11

7.2 Resources ..... 11

7.3 Behaviour ..... 11

7.4 Safeguarding ..... 11

7.5 Fire & Evacuation Procedures ..... 11

7.6 Medication ..... 11

7.7 Risk Assessment ..... 11

7.8 Complaints ..... 11

7.9.1 Booking Procedures ..... 11

7.9.2 Tax Free Childcare ..... 12



## 1. Our School

### 1.1 Our Vision

**Grow. Achieve. Shine** – These are much more than words or a motto. At Churchfield Primary School we enable all children to **grow** as independent learners, **achieve** more than they ever believe they could and **shine** as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed.

### 1.2 Our Values



We are proud, and work hard to be the best that we can be



We are determined and resilient, embracing all challenges



We collaborate well, treating everyone as equals



We are honest, kind and show integrity



We respect all people, property and the environment



We believe in ourselves and strive for our goals

### 1.3 Our Golden Rule

## Our Golden Rule

We keep ourselves, and each other, safe.



### 1.4 Our School Aims

Our school aims are underpinned by our values. Through our school values, we aim to:

1. Promote high standards of academic and vocational achievement for every child, every time, through a highly-inclusive approach.
2. Promote a holistic view of the whole child, supporting them to become well-rounded individuals and members of society.
3. Encourage all children to develop positive relationships with, and respect for, themselves, each other, our local community and the wider world.
4. Provide a safe, welcoming and positive environment for our children and families; acting as a hub at the heart of our community.

### 1.5 Our Community

Bricks and mortar do not make a school, people do. We can achieve great things when we work together, and our community is at the heart of what we do. We are a hub of support for our families, and provide a safe and loving environment for our children to shine.

### 1.6 Our Academy Trust

Since December 2019 we have been a proud member of Waterton Academy Trust, providing even more opportunities for our pupils to shine. As part of the Waterton family, we ensure that success for all is not a goal, but an expectation.



## 2. Policy Summary

### 2.1 Policy Introduction & Rationale

At Churchfield Primary School we believe that an effective school is one that supports all families and pupils. School runs both a Breakfast Club & After-School Club (known as PlayZone) to support parents who require additional childcare, as well as offering a safe environment for children from which to start or finish the day.

### 2.2 Policy Aims

This policy is underpinned by the central aims of Churchfield Primary School and the values held by the school community. This policy aims to:

- Provide information for all stakeholders on the processes involved in BFC & PZ.
- Provide information for all stakeholders on what to expect from the BFC & PZ services.

### 2.3 Inclusivity Statement

At Churchfield Primary School we use an inclusive approach to all aspects of education. Our aim is to always involve all children and stakeholders in all areas of the curriculum and school life. In accordance with the SEND Code of Practice, we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

## 3. Legalities & Linked Documents

### 3.1 Linked School & Trust Policies

This policy should be read in conjunction with the following policies and other linked policies:

- Safeguarding Policy
- Health & Safety Policy
- Anti-Bullying Policy
- Looked After Children
- First Aid Policy

### 3.2 Linked National & Local Documents

The policy has been developed in accordance with the following legislation and guidance:

- Working together to Safeguard Children
- Keeping Children Safe in Education

## 4. Breakfast Club

The following points refer to Breakfast Club only.

### 4.1 Booking

Booking must be made via the My Child at School App (no bookings will be taken over the phone or in person unless in exceptional circumstances as a one-off). Bookings must be made no later than 7:00am on the day of the session. For example bookings for Breakfast Club on Monday must be made no later than 7:00am on the Monday morning.

### 4.2 Timings

Breakfast Club runs from 7:45am to 8:50am. Food is served from 7:45am to 8:30am. If a child requires breakfast, they must in in Breakfast Club no later than 8:30am.



#### 4.3 Cost

Breakfast Club costs £2.60 per day, but is free for pupils who qualify for income-based free school meals. The cost of Breakfast Club is regularly reviewed, and school reserves the right to change prices at any given time and any notice period; however, parents will always be informed as far in advance as possible. The breakfast club cost covers supervision, premises, food & activities.

#### 4.4 Menu Items

We access the National School Breakfast Club Program. The following items are available daily:

- White bagels (served in halves) with butter
- A selection of cereals with semi-skimmed milk
- Fruit juice
- Water

#### 4.5 Activities

A number of activities must be provided for children at Breakfast Club. Activities are used on a rotational basis but may include:

- Homework help
- Drawing
- Lego/ Construction
- Board games

Where the budget allows, an external service provided by Grassroots Sports Academy is also provided, delivering various sports-based activities from 8:20am each morning. This is a complimentary aspect of BFC that school provides and pays for, and passes no charge onto parents. Staff select pupils on a rotating basis to attend and school retains the right to remove children from this aspect if their behaviour is not conducive to a safe environment. This additional service will continue as long as the school budget allows. However, school reserves the right to add an additional cost for this service.

#### 4.6 School Cancellations

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure:

- A member of school will either send a text message or email by 7:45am. The school website and X (Twitter) will also be updated
- During adverse weather conditions school closure will be reported on the Barnsley Council Website and via text.
- A 'credit' or will be made in respect of any days cancelled by Breakfast Club.

#### 4.7 Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised and resources purchased, we are unable to offer a refund if a child does not attend. If the cancellation is made with more than 24 hours' notice the school office will credit your account. Any cancellations made less than 24 hours in advance are non-refundable.

#### 4.8 Venue

Breakfast Club is held in the school sports hall. Entry is via the main driveway, and parent must queue at the far doors (near the car park).



#### 4.9 Staffing

There will always be a minimum of three Breakfast Club staff at each session. In addition to Breakfast Club staff, the Caretaker will be on site from 7.00am, and members of the Senior Leadership Team will be on site from 7:30am. Parents must not drop off their children earlier than the start of 7:45am and there will be no supervision of children arriving earlier. All children in Y4 and below must be signed into Breakfast Club by a responsible adult.

##### 4.9.1 Registers

Registers must be taken by staff as children enter into Breakfast Club, using the Bromcom system or app.

##### 4.9.2 Unsupervised Children

Children are not permitted to be left alone on the playground before 8:30am. Any children found on the playground before this time (without an adult) will be taken into Breakfast Club and a full-session charge applied to the child's account.

##### 4.9.3 Refusal of Entry

All children attending Breakfast Club must be booked in in advance. Where a child is not pre-booked, school retains the right to refuse entry. Where a pupil is not booked in, but there is capacity, an administration charge of £5 will be charged on top of the Breakfast Club fee.

## 5. PlayZone

The following points refer to PlayZone only.

### 5.1 Booking

All bookings must be made via the My Child at School App (**no bookings will be taken over the phone or in person unless in exceptional circumstances as a one-off**). Bookings must be made with at least 24 hours notice, for example bookings for PlayZone on a Monday should be made no later than 3.15pm on the Sunday. Bookings will close 24 hours before the session is due to start.

### 5.2 Timings & Costs

PlayZone operates a tiered pricing system to allow maximum flexibility and cost efficiency for parents. Costs are per child. Timings & costs are:

- A. 1 Hour: 3:20pm – 4:20pm – £5.50
- B. 2 Hours: 3:20pm – 5:20pm – £9.50
- C. 2 Hours 40 minutes: 3:20pm – 6:00pm – £12.00
- D. 'After' an After School Club – 5:15pm – £5.00
- E. 'After' AN After-School Club to 6:00pm –£9.00

The cost of PlayZone is regularly reviewed, and school reserves the right to change prices at any given time; however, parents will always be informed in advance.

### 5.3 Menu Items

The PlayZone menu is as follows. It is the responsibility of parents to inform school of any allergies or dietary requirements at the point of booking. All menu items are accompanied by a side and a selection of biscuits, fruit or crisps. Please note, this menu is subject to change based on stock availability.

- Monday – Hot Dog
- Tuesday – Spaghetti
- Wednesday – Cheese & Tomato Pizza
- Thursday – Toast & Snacks





- Friday – Chip butty

Menu items are subject to change based on stock availability.

#### 5.4 Activities

A number of activities are provided for children at PlayZone. Activities are used on a rotational basis but may include:

- Homework help
- Drawing
- Lego/ Construction
- Board games
- Films
- Outdoor sports
- Indoor sports
- Team building activities
- Toys

#### 5.5 School Cancellations

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure:

- A member of school will either send a text message as soon as possible. The school website and X (Twitter) will also be updated
- During adverse weather conditions school closure will be reported on the Barnsley Council Website and via text
- A 'credit' or will be made in respect of any days cancelled by PlayZone

#### 5.6 Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, resources purchased & food prepared, any cancellations made after 1:00pm on the day of the booking, are non-refundable. Any cancellations made before 1:00pm will be refunded in the form of an account credit.

#### 5.7 Venue

PlayZone is held in either Class 7 in main school. Parent must collect children via the front door by pressing the doorbell or phoning the dedicated PlayZone phone number – T: 07754 011605. When there are school events such as Parents' Evenings, PlayZone will be held in another room and this communicated to parents.

#### 5.8 Staffing

There will always be a minimum of two PlayZone staff at each session. In addition to PlayZone staff, the Caretaker will be on site until 6:00pm.

#### 5.9 Registers

Registers must be taken by staff as children enter into PlayZone, using the Bromcom system or app. Children will be presented with a purple lanyard before 3:10pm, and escorted by a member of staff to the library where they will be supervised by a member of PlayZone staff.

##### 5.9.1 Late Collections

We offer a 5-minute grace period for late collections. If a child is collected more than 5 minutes after their booked session time has finished then a charge for the next slot will be applied (e.g. if a child is booked to 4:15pm and is collected late, the session cost will cover up to 5:15pm). If a pupil is collected late after the final session ends, a £10 late collection fee will be applied. If the fee is not paid or there are repeated late collections then a warning will be



issued. If following the final warning a further late collection occurs or payment isn't made by the deadline then future access to the club will be removed. We take a flexible approach to PlayZone and will make reasonable adjustments for unforeseen circumstances, such as traffic issues, but expect parents to work with school and respect the expectations set out in this policy. If parents know that they are going to be late, we ask them to inform staff as soon as possible.

## 6. Holiday Club

The following points refer to Holiday Club only.

### 6.1 Booking

All bookings must be made via the My Child at School App before the deadline set out in the relevant letter. After booking, parents will be sent a separate pupil information form, which must be completed before the deadline, or the place will be revoked.

### 6.2 Timings & Costs

Holiday Club runs on select holidays over the year. Currently, the club is heavily subsidised by Yorkshire Sport and runs for £4 per day. However, this funding will end in March 2025, and a full daily cost introduced. Holiday Club runs from 9:30am - 2:30pm.

### 6.3 Food

All children are required to bring their own packed lunch. No food is provided.

### 6.4 School Cancellations

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure:

- A member of school will either send a text message as soon as possible. The school website and X (Twitter) will also be updated
- During adverse weather conditions school closure will be reported on the Barnsley Council Website and via text
- A 'credit' or will be made in respect of any days cancelled by Holiday Club

### 6.5 Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, resources purchased & prepared, any cancellations made after with less than 24 hours notice, are non-refundable. Any cancellations made more than 24 hours in advance will be refunded in the form of an account credit.

### 6.6 Venue

Holiday Club is held in the main sports hall, and entry is via the driveway. The front office and back gate will not be open during Holiday Club periods. The gates will lock 5 minutes after the start of the session, and no entries will be permitted from this point. If a pupil needs to be collected early, this should be organised and relayed to Holiday Club staff.

### 6.7 Staffing

Holiday Club is staffed and facilitated by Grassroots Sports Academy on behalf of school.

### 6.8 Registers

Registers must be taken by staff as children enter into Holiday Club.



### 6.9 Late Collections

We offer a 5-minute grace period for Holiday Club collections. After this period, a £10 late fee will be applied.

## 7. General Information

### 7.1 Food Hygiene

Catering is provided by BFC/PZ staff who receive the appropriate food hygiene training.

### 7.2 Resources

All BFC/PZ resources are stored in the silver cabinet in the main staff room, and always returned to this cupboard. Resources must not be used in any other area of school by other staff.

### 7.3 Behaviour

School's behaviour policy applies to BFC/PZ, and in extreme cases, school reserves the right to refuse admission if we are unable to guarantee the safety of other pupils or staff, or if a pupil's behaviour is not inline with our policy.

### 7.4 Safeguarding

In accordance with safeguarding arrangements, all staff involved in the running of BFC/PZ have current DBS clearance, and other required recruitment checks. These records are held by the school office. BFC/PZ staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, staff must also follow the schools e-safety policy and procedures.

### 7.5 Fire & Evacuation Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit and congregate on the on the playground. The club register should be taken outside and all names checked.

### 7.6 Medication

In most cases children should not require medication during a BFC/PZ session and would ask parents/carers to administer medication before/after the session. Should a child require allergy medication this is kept in the medical cupboard in the staff room.

### 7.7 Risk Assessment

Separate risk assessments for BFC/PZ are saved in the staff Sharepoint Risk Assessments folder.

### 7.8 Complaints

We encourage parents to speak to a member of SLT if there are any issues, as most can be quickly resolved. All complaints notified in writing by a parent regarding BFC/PZ will be investigated by a member of the Senior Leadership Team and a record kept of the outcomes as per school's Complaints Policy.

### 7.9.1 Booking Procedures

The My Child At School app is used to book BFC & PZ. The app can be downloaded from either the Google Play Store or iOS App Store at the following links:

Android: [https://play.google.com/store/apps/details?id=com.bromcom.mcas&hl=en\\_GB&gl=US](https://play.google.com/store/apps/details?id=com.bromcom.mcas&hl=en_GB&gl=US)

iOS Devices: <https://apps.apple.com/gb/app/mychildatschool/id1394575255>



Items in red will only need to be completed the first time the app is used.

1. Open the app.
2.  Breakfast Club & PlayZone

3. Tap 'Available Wrap Around Care'. This is the tab at the top right.
4. Select the service you want (Breakfast Club or PlayZone)
5. Tap to enrol your child
6. You are now enrolled in these clubs and able to submit a booking
7. Tap the top left tab 'Enrolled Wrap-Around Care'
8. Tap on the magnifying glass on the club you want to book (Breakfast Club or PlayZone)
9. Scroll down to the calendar and tap the days you want to book.
10. Tap proceed
11. You will be prompted to add funds to your account in order to secure the sessions.
12. Do this separately for each club
13. Please note – for PlayZone you will need to select the time you want first, and then the days that you need that time. The app will show you what time you have booked on each day.

### 7.9.2 Tax Free Childcare

Tax-free childcare is available for Breakfast Club & PlayZone. This is not currently available for Holiday Club whilst the club is heavily subsidised by Yorkshire Sport (this will be available when funding ends). Please note, if any payments are sent to school out of school hours or during holidays, there will be a delay in applying these credited as they will not be processed until the office re-opens. Parent must plan ahead for these periods. If you would like any additional information, or would like to check if you are eligible, please visit <https://www.gov.uk/get-tax-free-childcare>

How To Use Tax-Free Childcare:

1. Parents/carers select our school from the Tax-Free Childcare system and send payments to us
2. Parents/carers email school [churchfieldoffice@watertonacademytrust.org](mailto:churchfieldoffice@watertonacademytrust.org) to inform us that a payment is on the way and advise how they wish it to be allocated. For example – *£100 payment has been made for J Bean. Please split £30 Breakfast Club and £70 Playzone*
3. When payments are received into our school bank account they will be added to your child's MCAS Running Balance club/s as requested
4. Parents/carers should book Breakfast Club and Playzone sessions via MCAS using the available funds. Any sessions needed in excess of the available funds will need to be paid for at the time of booking.

**Funds must be on your child's account before you can make a Breakfast Club or Playzone booking.**

