



Hoyle Court Primary School believes that every child is a learner and can achieve.

POLICY TITLE: Wraparound Care & Uncollected Children Policy (encompassing before and after-school clubs, extra-curricular clubs & uncollected children)		
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Statement of intent

Hoyle Court Primary School believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Breakfast and after-school care club are made available to pupils aged 4 to 11, allowing parents/carers more flexibility with their working hours. The clubs caters for up to 36 pupils at a time, ensuring that there is a staff to pupil ratio of one member of staff for every 12 pupils at all times.

Furthermore, Hoyle Court Primary School provides numerous extra-curricular clubs and activities as a method of developing the social, behavioural and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
 - The Health and Safety at Work etc. Act 1974
 - The Children Act 2004
 - The Equality Act 2010
 - The Children and Families Act 2014
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2014) 'Health and safety: advice on legal duties and powers'
 - DfE (2021) 'Keeping children safe in education'
- 1.3. This policy is used in conjunction with the following school policies and procedures:
 - Accident Reporting Procedure Policy
 - Supporting Pupils with Medical Conditions Policy
 - Administering Medication Policy
 - Complaints Policy
 - Health and Safety Policy
 - Behaviour Policy
 - Fire Evacuation Plan
 - First Aid Policy

2. Wraparound Childcare

- 2.1. Wraparound childcare is defined as childcare provided before and after school. Breakfast club runs from 07:30 am until 08:45 am and after school club from 3:15 pm until 5.30 pm.
- 2.2. Holiday childcare is defined as childcare which is provided during school holidays.
- 2.3. Currently, parents/carers are able to request wraparound care for children in Reception, up to Year 6.
- 2.4. The process for handling requests from parents/carers, is as follows:
 - Parents/carers are informed of the process for requesting a wraparound care place upon their child joining the school. A request for a place in wraparound care must be made in writing by completing a booking form which is available from the main school office.
 - The request is considered on a first come first serve basis and will be determined by available places, staffing requirements and the safety of staff and pupils.
 - The school have the right to decline the application should there be insufficient staffing to maintain pre-determined ratios. This would include

where school determines that a child requires a member of staff to act as a 1:1, whereby a 1:1 is unavailable or if allocating an existing member of the wraparound care team as a 1:1 for that child, would result in insufficient staffing to pupil ratios for other pupils.

- Parents/carers are informed of the outcome of the application within one week from the date of the request.
- Where the application would have been approved, however there are insufficient spaces on the days requested, school can agree to adding the pupil to the waiting list for the day(s) requested, which the Breakfast and Afterschool Club Manager maintains. Families on the waiting list will be offered a place as they become available in the order which they were added to the waiting list.
- The governing body has the ultimate decision on whether the school provides the wraparound care service.

2.5. Parents/carers are requested to submit a completed wraparound care booking form handed into the main school office or completed and sent by email to office@hoylecourt.bradford.sch.uk. School will assume that a child will be continuing in breakfast club/ afterschool club for the remainder of the academic year once they have been assigned a place and will continue to charge for sessions unless parents/ carers advise that the place is no longer required.

2.6. Applications for the service are accepted on an ongoing basis during the academic year and places are offered when these become available.

Should parents/ carers require wraparound care for the next academic year, a request should be submitted at least 2 weeks prior to the last school day of the academic year (the summer deadline). Any requests received after this date will be added to the waiting list should there be insufficient capacity to approve the application. Families who already have a place in breakfast club or afterschool club will receive priority when requests are being considered. Should there be insufficient spaces to approve all remaining requests, applications will be allocated in order of the following criteria:

- Looked after children and previously looked after children who attend Hoyle Court Primary School.
- Siblings of pupils already in attendance of the session being requested who live at the same address.
- All other children in attendance at Hoyle Court Primary School (determined by ballot carried out by the school should there be insufficient spaces for all remaining applications).

Should families not be allocated a place based on the above, they will remain on the waiting list in order following the application of the above criteria. Any applications received after the summer deadline will be added to the waiting list in order that the request was received (below any families who were not allocated a place but had submitted their application by the summer deadline).

School have the authority to decline an application for wraparound care, should the application fall on the grounds for decline, per section 2.4 of this policy (this would remain the case even whereby a pupil would have been allocated a place based on the above criteria being applied).

2.7. Parents/carers are to be made aware of timescales for receiving a response upon submitting their request.

2.8. The school is permitted to cancel the service under the following circumstances:

- There is insufficient demand for the provision.
- There are insufficient staff to provide the service, including premises staff to close school.
- The provision no longer becomes economically viable.

Where school have taken the decision to cancel the service, parents and carers will be made aware as far in advance as possible and any payments already made for the cancelled session(s) will be refunded to parents/ carers.

3. Admissions and fees

- 3.1. The breakfast club runs from 7.30am until 8.45am, when children are handed over to an adult from their class. The after-school club runs from 3.15pm until 5.30pm. Children attending breakfast club are taken by a member of staff to the breakfast club location.
- 3.2. The staff to pupil ratio for Hoyle Court Primary School's extended services is 1:12. When activities involve leaving the school premises, the ratio is a maximum of 1:10.
- 3.3. Before registration, parents/carers are given the following information:
 - Wraparound care times
 - The location of the Wraparound Care Policy
 - The club's Terms and Conditions (See Appendix 1).
 - The Wraparound Care contact number (effective outside the main office hours, between 07:30-08:00 and 16:00-17:30)
- 3.4. Parents/carers are required to complete and return the following forms before pupils attend the clubs:
 - Admissions form (pupil must be on the school roll)
 - Wraparound care booking form
- 3.5. The current fee for attending breakfast club is £4.50 per session and the current fee for attending after-school club is £9.50 per session. The following conditions are also in place:
 - All fees must be paid at least one week in advance of the session.
 - Fees must be paid by electronic transfer through 'ParentPay' or via childcare vouchers to the school's bank account.
 - School can refuse pupils' attendance if payment has not been made prior to the session.
 - Payment can be made in full or in part via childcare vouchers whereby the school is registered with the childcare voucher provider. Should payment be made in part by childcare vouchers, the remainder must be made via Parentpay.
 - Fees are still charged if attendance is booked and the child does not attend, unless the child is ill and had not been in school on the day of the booking.

4. Extra-curricular clubs and activities

- 4.1. Hoyle Court Primary School offers a wide variety of extra-curricular activities with the aim of developing pupils' life skills.
- 4.2. Extra-curricular activities are also used to prepare pupils for further education and professions, as well as to give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.
- 4.3. A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage team work.

- 4.4. All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.
- 4.5. Where possible, the school will link extra-curricular activities to work experience and volunteering in order to help prepare pupils for further education.
- 4.6. In order to ensure that pupils' interests and needs are met, pupils will be given the opportunity to contribute to the planning of extra-curricular clubs and activities.
- 4.7. Hoyle Court Primary School's extra-curricular clubs and activities are provided at a charge dependent on the cost of the club being provided.
- 4.8. All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list.
- 4.9. Extra-curricular clubs are organised, managed and conducted in accordance with the school's existing policies.
- 4.10. The staff to pupil ratio for extra-curricular clubs and activities is 1:15. When activities involve leaving the school premises, this ratio changes to 1:10.
- 4.11. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.
- 4.12. All extra-curricular clubs and activities follow the same procedures and protocols as the school's extended services and school policy is followed by outside providers e.g. Behaviour and Safeguarding Policies.
- 4.13. Whilst clubs and activities are being conducted, the designated member of staff leading the extra-curricular club is responsible for the safety and welfare of all pupils.
- 4.14. Appropriately trained members of staff partake in clubs and activities where special educational needs and disabilities (SEND) provision is needed.

5. Arrivals and departures

- 5.1. Hoyle Court Primary School is fully committed to the safety and security of all the pupils in its' clubs and on the school premises; therefore, a number of procedures are in place for when pupils arrive and leave the school premises:
 - Attendance is recorded on the register at the start of the session. The parents/carers of any pupil who was booked to attend a session, but is not present when the register is called, are to receive a welfare call to ensure the safety of the pupil(s).
 - Children attending after-school club will be taken to the club location by a member of staff. Older children in key stage 2 may make their own way to club under the direction of the class teacher. During club hours, the adults leading the club are responsible for the welfare of the children.
- 5.2. At the end of the after-school care club, members of staff ensure the below is followed, to ensure the safety of pupils:
 - Only individuals named on SIMS for which we have received prior authority to collect are able to collect a child in attendance. If someone arrives to collect a child who does not have authority to collect, staff must contact a named parent/ carer on the contact number school have on file prior to handing over the child. Should the parent/ carer confirm that the third party individual is collecting the child on that day, the parent/ carer must provide school and the third party individual with a password, so that school are able to confirm the collection is authorised by the parent/ carer prior to handing over the child. No child should be handed over where there are concerns over the person collecting and any concerns should

be reported to a Designated Safeguarding Lead/ Deputy Designated Safeguarding Lead immediately. The current DSL's/ DDSL's are:

Claire Thirkill (DSL)

Kathrine Nutting (DDSL)

Gary Litvinov(DDSL)

Katherine Lockwood (DDSL)

Philippe Greetham (DDSL)

If the parent/ carer/ registered person is running late, staff must be notified before the end of the collection period by the registered person.

- Pupils in key stage 2 are allowed to leave the premises unaccompanied if written permission is given by the parent/carer.
- Pupils in key stage 1 are not permitted to leave the premises unaccompanied.

6. Involving parents/carers

6.1. Hoyle Court Primary School aims to achieve effective communication with parents/carers; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents/carers can request an appointment to view the facilities where the Wraparound care provision is to be provided.
- Information regarding pupils' wellbeing is to be shared with Wraparound Care staff, only where appropriate and where there is a need for Wraparound Care staff to know to protect the wellbeing of the pupil.
- Parents/carers are welcomed at the drop off/ collection point to exchange information and provide updates on their child's wellbeing at the beginning and end of each session. Wraparound care staff should log any welfare concerns/ incidents on CPOMS and staff are to speak to a DSL/ DDSL should they have any safeguarding concerns.

7. Missing child procedure

7.1. Hoyle Court Primary School has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care.

Internal doors should never be propped open. External gates should be closed and locked prior to children attending wraparound care going outside. The only exception to this would be the external gate by the library which is left open for parents to drop off/ collect pupils at the designated area for wraparound care. As a result, when pupils are outside, wraparound care staff are to ensure all pupils are within their sight on the playground and pupils are not to go beyond the Year 1/ 2 external door without a member of staff. Should a pupil attempt to or show signs of attempting to leave the school premises, school has the right to decline that pupil a place in Wraparound care in order to protect the safety of themselves and others.

If the extremely unlikely event that a child attending wraparound care cannot be located during the session, the following steps are taken:

- All members of Wraparound care staff alerted that a pupil is missing immediately.
- If it is known that the child has left the school premises and is not in the supervision of an adult, the police are to be called immediately and the DSL (or DDSL if the DSL is unavailable) is to be contacted without delay.
- Staff and pupils in wraparound care are to promptly but calmly gather in the main school hall.

- If it is not known whether the child has left the school premises, whilst the other pupils in wraparound care remain appropriately supervised, other staff are to conduct a search of the premises and grounds initially to locate the pupil.
- If following the search of the entire school premises and grounds, the pupil has not been located, the DSL (or DDSL if the DSL is unavailable) is to be contacted and immediate area surrounding the school grounds are to be searched. If it is confirmed that the child is not on the school grounds, the police are to be contacted, followed by the pupil's primary parents/carers.
- The search for the pupil should continue until the police arrive.
- The DSL (or DDSL if the DSL is unavailable) is to liaise with the police and the parents/carers of the pupil.

8. Behaviour

- 8.1. All wraparound care is subject to the existing school Behaviour Policy. Disciplinary issues are to be reported to the parents/carers of the pupil.
- 8.2. Continuous mis-behaviour or disciplinary issues may result in the pupil's place at future Wraparound care sessions being declined by school.
- 8.3. Any fees paid by the parent/carer for future sessions would be refunded in the event of a pupil's place being withdrawn by school.

9. Uncollected children

- 9.1. At Hoyle Court Primary School, we strive to uphold effective lines of communication between the school and parents/carers. If a parent/carer is up to 15 minutes late, the following procedures are followed:
 - The parent/carer is reminded that they must notify a member of staff if they are running late.
 - The parent/carer is warned that repeated late arrival may result in penalty fees.
- 9.2. If the parent/carer is over 15 minutes late, the following procedure is followed:
 - A member of staff attempts to contact the parent/carer using the details provided on the registration documents.
 - If contact is not made, a voicemail message is left. The member of staff then attempts to reach other emergency contacts listed on the registration form in priority order.
 - The child would be supervised by a member of staff until collected.
 - Parents of children who are collected late (after 3.15pm) will be reminded of the importance of collecting on time and reminded that 3:15pm is the latest collection time for pupils not attending Wraparound care. If this continues to occur, a letter would be issued to the parent/ carer inviting the parent to attend a meeting with a member of the Senior Leadership Team to discuss the matter further.
- 9.3. If the parent/carer has not collected by 6.00pm and no contact has been made, the following procedures are followed:
 - If a member of staff has not reached the parent/carer, or an emergency contact, the member of staff supervising the child is to contact the DSL (or a DDSL if the DSL is unavailable). The DSL or DDSL would contact Children's Social Care for advice (01274 433999).

- The pupil remains on the premises with a member of staff, or is placed with Children's Social Care if Children's Social Care deem this to be necessary.
- If the pupil has left the premises with Children's Social Care, a note is left on the door to the club, informing the parent/carer of the pupil's location and a contact number and address is displayed.

Parents and carers will be reminded that if they persistently collect their child late from afterschool club, they may lose their place.



Fyfe Grove, Baildon, West Yorkshire, BD17 6DN

Telephone: (01274) 581898

www.hoylecourtprimary.co.uk

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Head teacher: Mr Tim Phillips

APPENDIX 1: Terms and conditions – Breakfast and After-School Club

The current cost for Breakfast Club is £4.50 per session. Breakfast Club runs between 7.30 - 8.45am, at which time children are taken to their classrooms. A breakfast of cereal, fruit or toast is provided and drinks are also available.

The current cost for afterschool club is £9.50 per session. Afterschool Club runs between 3.15 - 5.30pm. Snacks are provided for children e.g. toast, crackers and drinks are also available.

Payments must be made at least 7 days in advance of each session. Payment must be made via 'ParentPay' or via childcare vouchers. Refunds are only given if a child misses a session due to illness.

Children must be collected in person by a parent / carer at the end of each session.

Should payment not be made in advance, school have the right to withdraw the child's place. Parents/carers are encouraged to inform the After School Club manager (Miss Mellor) of any change in circumstances or reasons for difficulty in making payment.

If fees are not received as above, a verbal reminder will be given and if this is repeated, this will escalate to a written reminder. School have the right to suspend or withdraw the child's place in the event of non-payment.

We require a minimum of 48 hours' notice if you wish to cancel or change a booking. Failure to attend a booked session will result in the full charge being payable. This reflects the often high demand for places and that your child's place could have been offered to another pupil.

Please ensure the school holds up to date contact information and up to date information regarding any health / dietary requirements your child may have. Any changes in this regard must be reported to school as soon as possible

Breakfast Club and Afterschool Club follow the exact same policies as the main school. This includes all Health and Safety, Child Protection, Behaviour Policy and practice. If you require more information on this, please ask or see our website 'policies' section.

As a parent / carer I agree to abide by the above conditions:

Parent / Carer's Name: _____

Parent signature: _____ **Date:** _____

**APPENDIX 2: Safeguarding procedures for gaining parental consent and registering children.
(To be provided to all club providers / club leaders (including those provided by school
before the commencement of any new club)**

Safeguarding

- School must receive documentation confirming a full DBS (Disclosure and Barring Service) check prior to any club starting.
- In the event of an accident during a club which requires first aid, a member of the school office will be contacted in the first instance. If no one in the school office is available a member of staff from the school's wraparound care club will be informed.
- All members will complete and provide a completion certificate of the following Basic Child Protection Training.

Registering attendance

- On the first day back each half-term, all clubs due to run that half term must have a register of attendees in place and the school office must have a copy of this. All parental consents will have been sought by the school and a register will have been created by school. Parental consent is sought by school for all clubs, *including external providers*. Written consents are kept until the club has completed (usually at the end of term / half-term), at which point they can be discarded.
- Before the commencement of the club, club leaders will collect a register from the school office. This reflects the fact that children due to attend may be absent from school on that day and each register needs to be up to date.
- Registers are taken at the start of each club and must be *returned to the school office* before the club activities commence. All registers are kept centrally in the school office.
- If a child who is expected to attend a club (i.e. is on the register) and does not attend, the school office will be informed with immediate effect. Office staff will then double check whether the child was in school or absent. If the child was in school and was due to attend the club, a member of the office staff will speak to the child's teacher to seek clarity on whether the child left school with an adult known to the child. The child's parents will then be contacted to confirm they are safe. If no contact can be made with the parent / carer and / or the child's whereabouts cannot be verified, a member of the Senior Leadership Team (SLT) will be informed with immediate effect.

Parental Consent

- If parents have paid club fees for a club via the school's online payment system ('ParentPay'), this suffices as parental consent for their child to attend a club. In all other instances (*including for external club providers*), school will gain written consent from parents. If parents pay club fees to an external provider, parental consent will still be sought in writing from school for children who will be attending.
 - When parents' consent is sought, they will be asked whether their child is permitted to walk home by themselves after the club (only for children in Upper Key Stage 2 where the Headteacher is in agreement). If parents would prefer for an adult known to the child to collect them, they will clarify which adult(s) this will be. For all children in Key Stage 1 and Lower Key Stage 2, this will be the case and it is expected that most parents of Key Stage 2 children will also.
 - If school receives no consent from parents regarding collection of their child, school will assume a parent / carer will be collecting the child. If the child is not collected, the club leader will gain verbal consent from the parent / carer via telephone before letting a child walk home. As above, this is only the case for pupils in Key stage 2; all pupils in Key stage are expected to be collected in person.
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