

The Raglan Schools

Policy



Raglan Wrap Policy

New Draft March 2019

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Introduction

Raglan Wrap Club is part of The Raglan Junior School (UPN 102003) which forms part of The Raglan Schools Federation.

Raglan Wrap Club is offering before and after-school provision for children aged 3-11 at Raglan Schools and beyond. The club will be lead and managed by the school, maintaining the same aims, ethos, policies and procedures as The Raglan Schools. We firmly believe in equal opportunities and welcome all children including those with additional needs. The club operates in the Junior School with easy and secure access from Raglan Road.

2. Sessions

The club offers a breakfast session, short after school session or extended after school session or a combination. The opening hours (term time only) are as follows:

Breakfast Session: 07.30-08.40am

Short After School Provision: 15.10-16.30

Extended School Provision: 15.10-18.00

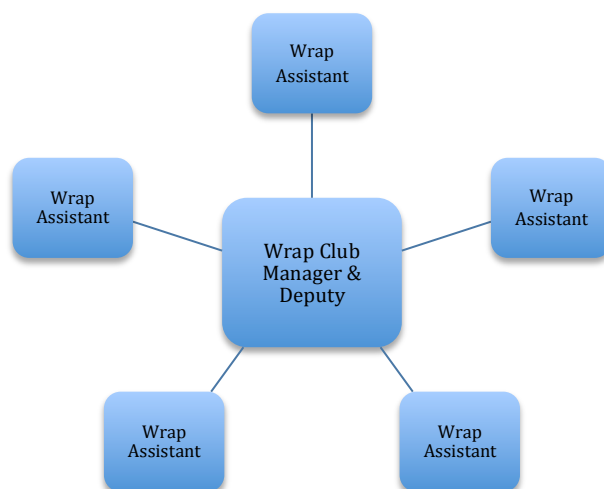
The emphasis on the after school provision is on extending and supporting the learning of the pupils. Children will be able to get assistance from the qualified staff in relation to their homework or enjoy a variety of activities planned each week including: role play, learning games, fun games, IT, creative activities and physical games.

Our facilities provide appropriate areas for snacks, a quiet area, IT and outdoor areas for physical development and learning through play.

The Raglan Wrap Club meets the adult/pupil ratios regulations. The club accepts childcare vouchers and operates the tax-free childcare scheme. All staff will be aware and trained with regards to the appropriate policies relating to safeguarding, health and safety and fire safety to ensure the safety of the children

3. Our Staff

All staff are appointed by The Raglan Schools and are appropriately qualified. The set up of our morning and afternoon care will be as follows, although numbers of staff may vary depending on the number of pupils attending:



The Raglan Wrap Club Manager is responsible for running of the club, supported by a deputy. However, the School Business Manager and a member of the School Leadership team will oversee the club. All staff are fully DBS cleared and appropriately trained. A qualified first aider will be available at all times, while the club is open. This includes a paediatric first aider for those in Early Years. Ultimately the club is the responsibility of the Headteacher and is overseen by the Governing Body of The Raglan Schools. A link governor is assigned to the wrap around provision.

4. Aims of the Club

The Wrap Club will operate the same policies and procedures of the school. These are made available to parents online or by hand (if requested) Parents will be asked to sign terms and conditions before their child starts at the club.

Our club aims are to:

- Provide continuous provision before and after school;
- Support and extend learning;
- Provide a variety of fun and enjoyable activities;
- Offer parents value for money;
- Integrate any school clubs and activities into the cost.

To achieve our aims we:

- Hold clubs daily and link with extra curricular clubs;
- Have activities planned by qualified teachers;
- Regularly inspect the premises and equipment;
- Ensure there is a qualified first aider in the club at all times;
- Ensure all staff are aware of safeguarding, fire and health and safety procedures;
- Ensure there are links with the curriculum for our children enabling them to excel;
- Review pricing annually to ensure we are providing best value.

5. Planned Activities

There is a weekly plan of activities for each week published on the school's website. This will show a range of learning opportunities, as well as fun and enjoyable activities. There will be a regular variety of activities with clear learning aims and the club has different zones to offer a variety of opportunities for the different ages and needs. The club will take advantage of special days and events and build this into the planning.

6. Breakfast & Snacks

The breakfast session includes a breakfast for those who want it. This will include cereals, toast, fruit and juice on a daily basis. Occasionally other breakfast items may be included but everything on offer will meet the nutritional standards expected of schools. This means that sugary cereals and juices with added sugar will not be offered.

Children attending the after-school session can bring a healthy snack, although water and fruit will be available in the club.

7. Behaviour

The underlying behaviour expectations are the same as those in the school's positive behaviour and anti-bullying policies. However any rewards and sanctions applied will be limited to within the club. Instead of behaviour steps the club operates a warning and time out system. . Serious behaviour such as deliberately hurting someone else or deliberately ignoring an adults direct instruction will be referred to the School Leadership Team. Parents/carers will be kept informed if there are on-going behaviour issues so they can be resolved. In the rare circumstances that behaviour does not improve and remains detrimental to others at the club, their place at the club will be withdrawn.

8. Admissions

The Wrap Club is open to pupils aged 3-11 at The Raglan Schools and beyond.

The parent/carer must complete an online registration form confirming they have read and understood the terms and conditions of the club (Appendix B)

We hope to accommodate all pupils who want to be at the club, however there is a cap of 100 pupils in any session. Places will be filled on a first come, first served basis according to the online booking. However, there are some exceptions and over-booking may occur if:

- The sibling(s) of a child is already booked into the session;
- The child is adopted or looked after children and children with and Educational Health and Care Plan;

Overbooking is at the discretion of the Club Manager, depending on the circumstances at the time.

We reserve the right to refuse a place to any parent who has a history of non-payment of fees.

9. Online Booking

All places at the club must be booked in advance. This can be done weekly or half termly.

For weekly booking, these should be done online and no later than Thursday 9am for the following week. Payment for the week should be made at the same time.

For half termly booking, this should be done online no later than the last Thursday 9am of the previous half term. Payment for half termly bookings should be made no later than the end of the first week of the half term. Booking and payment deadlines are published on our website.

10. Fees

Payments should be made to ParentPay in advance, as indicated above. For those booking and paying weekly the fees are as follows:

Paying Weekly	1 Day	2 Days	3 days	4 days	5 days
Breakfast Only	£2.50	£5.00	£7.50	£10.00	£12.50
After School Short Only	£5.00	£10.00	£15.00	£20.00	£25.00
After School Extended Only	£9.00	£18.00	£27.00	£36.00	£45.00
WRAP 1 7.30-4.30	£7.00	£14.00	£21.00	£28.00	£35.00
WRAP 2 7.30-6.00	£11.00	£22.00	£33.00	£44.00	£55.00

If booking for a half term, these fees vary for each half term and have a 10% discount applied as this reduces our admin fees. These terms (2018/19) are as follows

2018/2019	Dates	Days
Autumn 1	4 th September to 19 th October 2018	34
Autumn 2	30 th October to 20 th December 2018	38
Spring 1	8 th January 2019 to 15 th February 2019	29
Spring 2	25 th February 2019 to 5 th April 2019	30
Summer 1	23rd April 2019 to 24 th May 2019 (excludes Bank Holiday and May Day)	23
Summer 2	3rd June 2019 to 23rd July 2019 (excludes INSET Day)	36

Paying Half Termly	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Includes 10% discount	34 days	38 days	29 days	30 days	23 days	36 days
Breakfast Only	£76.50	£85.50	£65.25	£67.50	£51.75	£81.00
After School Short Only	£153.00	£171.00	£130.50	£135.00	£103.50	£162.00
After School Extended Only	£275.40	£307.80	£234.90	£243.00	£186.30	£291.60
WRAP 1 7.30-4.30	£214.20	£239.40	£182.70	£182.70	£144.90	£226.80
WRAP 2 7.30-6.00	£336.60	£376.20	£287.10	£297.00	£227.70	£356.40

There are too many combinations to show for part-time attendance, but the club manager will guide parents with how much their fees are.

Childcare vouchers will be accepted, please make the club manager aware if you are planning to use vouchers. The club is also registered with the tax-free childcare scheme.

Fees are non-refundable for ad-hoc absences. Where a pupil has a longer absence (1 week or more) the manager will consider a refund after the 5th day.

The club reserves the right to apply an admin fee of 10% of money due, to late payment of fees following a reminder from the club administrator.

11. Arrivals and Collections

Arrival

1. The club will run during term time only and operates in the Junior School with access from Raglan Road.
2. For the breakfast session, parents should drop the pupils from 07.30am at the door and ensure they have entered safely. Parents should make the club manager aware of any older children walking to school by themselves.
3. For the after-school session pupils in the Infant School will be taken to a central meeting place and then taken to the club. Pupils in the Junior School will take themselves to the club unless they have additional needs and require assistance.
4. Children attending who are not at The Raglan Schools should arrive via the door in Raglan Road and register with staff.
5. Any request to booking should be sent to wrap@raglanschools.org or by contacting the school by telephone.
6. Parents are asked to make the club aware of any school clubs they are attending so arrangements can be made.

Collection

1. Parents must complete a registration form for the club and provide names of those authorised to collect their children. Only these people will be able to collect the children unless we receive further instruction.
2. It is the responsibility of the parent/carer that should there be any changes to collection they will be communicated both verbally and in writing to club manager.
3. The collection point for after school provision will be at the door located on Raglan Road.
4. Parents must collect their child by 16.30 or 18.00, depending on the short or extended sessions. By arrangement, some pupils can be collected at 18.15 although this will only be the case for valid reasons (eg. train times).
5. Repeated late collection could result in the school withdrawing the place.
6. If a parent is late collecting their child from the short after school session, the charge for the extended session will apply.
7. If a parent is late collecting their child from the extended after-school session, there will be a charge of £5.00 for every ten minutes. This may be waived by the club depending on the circumstances.
8. In the event of a non-collection we will, contact the emergency contacts from the registration form. In the event of no contact being made after 30 minutes a child protection officer of the school will be contacted to see what action is taken thereafter.
9. If there is an emergency and you are unable to collect your child/children. Please contact us and let us know your estimated time of arrival. We can be contacted via email on wrap@raglanschools.org and by phone on 0208 360 5121 or 07841455439

12. Related Policies

The school's policies apply to the Wrap Club. All relevant policies are indicated below and those applicable to parents are available on the school's website.

- Health and Safety Policy
- Positive Behaviour Policy
- Anti-bullying Policy
- Emergency Plan
- Charging, Remission and Debt Policy
- Safeguarding and Child Protection Policy
- Keeping children Safe in Education
- No Smoking Policy
- Safer Recruitment Policy

The Raglan Wrap Club adopts the schools privacy policy and supporting documents.

13. Contact Information

Details of who to contact are set out in Appendix A.

14. Concerns and Complaints

Parents should raise any initial concerns with the Club Manager or School Business Manager. It is important that any worries or concerns are dealt with quickly to avoid any further issues. If we are unable to resolve your concern and you wish to make a complaint, you can do so by following the school's complaints policy, which can be found on the website.

Appendix A

Useful Information

Raglan Wrap Club	
Organisation Name	The Raglan Junior School UPN 102003 Part of The Raglan Schools Federation
Club Address	Raglan Road Bush Hill Park Enfield EN1 2RG
Telephone Number	0208 360 5121
WAC Mobile Number	07841 455439
WAC Email	wrap@raglanschools.org
Age Range of Pupils	3-11
Type Of Club	Before and After School Provision
Name of Club Manager	Julia Drew
Nominated First Aider	Maria Buttigieg/ Juliet Davies
Safeguarding Lead	Martin Kelsey or relevant SLT member
Link Governor	Zoe Goldblum

Appendix B

CONDITIONS OF PROVISION

Please read these Conditions of Provision carefully, you will be asked to digitally sign them when you register for Raglan Wrap Club. They outline the expectations of the club and abiding by these conditions will enable us to provide the highest standards of care for your child. Nothing within these terms and conditions affects parent/carers' rights.

1. REGISTRATION, SESSIONS AND CHARGES

- 1.1. All children must be registered to use the club. Registration is completed online, which can be accessed at home or at the school office.
- 1.2. The club is open from 07.30 – 08.40am and 15.10 – 18.00 during term time only.
- 1.3. Fees are published in the policy and on the school's website. They will be reviewed annually and the policy will be reviewed by the Governing Body.
- 1.4. Sessions can be booked either weekly or half termly and by the dates specified on the website.
- 1.5. For weekly booking, this should be done by 9am on the Thursday before the week ahead and paid once a place is confirmed.
- 1.6. For half-termly booking, this should be done by 9am on the last Thursday of the previous half term. Payment should be made by the end of the first week of the new half term. These dates are published on our website.
- 1.7. A 10% discount is applied to half-termly bookings on the condition that a single payment is made by the due date (see 1.6)
- 1.8. Fees are non-refundable for ad-hoc absences. Where a pupil has a longer absence (1 week or more) the manager will consider a refund after the 5th day.
- 1.9. Bookings outside of these timescales are subject to availability and cannot be guaranteed.
- 1.10. Please collect your child promptly at the end of their session. We reserve the right to apply charges where there are delays in collecting and / or withdraw your child's place
- 1.11. For the after school session, any late collection after 16.30 may result in the extended session charge being applied.
- 1.12. For the extended session, any late collection after 18.00 may result in a charge of £5 for every ten minutes.
- 1.13. If you are going to be unavoidably delayed, please let us know. If a child is not collected on time, we will telephone you or your emergency contact. If we cannot reach you after 30 minutes of trying, we will follow school procedures.
- 1.14. Wrap Club reserves the right to charge an administration fee of 10% of the overdue fee, following the second reminder for non payment. Children may be excluded from the club and registration terminated if fees remain outstanding from the set date on the reminder.

2. SAFEGUARDING

- 1.1. The club is based and led by The Raglan Schools and as such all the school's policies and procedures apply to the club. Policies can be found on the school's website or from the school office.
- 1.2. The following policies apply to the club including: Health & Safety; Safeguarding & Child Protection; Safer Recruitment; Emergency Plan; Behaviour and Anti-bullying.
- 1.3. The Club follows the same procedures as set out in the Safeguarding and Child Protection policy. The club has access to a Designated Person for Child Protection during opening hours.

3. SICKNESS, ABSENCE AND SPECIAL REQUIREMENTS

- 3.1. If your child becomes ill during a club session, a member of staff will contact the parent/carer or the emergency contacts held on file.
- 3.2. If your child is suffering from a communicable illness, he or she should not be brought into the club until the infection has cleared. This is the same as the school policy. Although your child may seem better, please consider our children with reduced immune systems and do not bring your child back to the club until the infection is cleared – current policy is to allow 48 hours for this.
- 3.3. We will work with parents/carers to provide suitable food at breakfast time for children who have special dietary needs or on ethical grounds.
- 3.4. We reserve the right to decline a child should their actions/behaviour be abusive or endanger other children or staff.

4. OTHER CONDITIONS OF PROVISION

- 4.1. Wrap Club will not accept responsibility for accidental damage to or loss of property. The club is covered by the school's insurance policies including Employer's Liability and Public Liability Insurance Policies.
- 4.2. We use the same data system as the schools. The staff occasionally take photographs within the club, these photographs will only be used where permission has been granted.