

St Cuthbert's C of E Academy Infants and Pre-School

Wrap Around Care (Breakfast and after School Club) Policy

March 2023 – March 2025

Philosophy

At St Cuthbert's C of E Academy Infants and Pre-school we believe children have the right to learn and teachers have the right to teach in an atmosphere free from disruption and poor behaviour. To help us achieve this we strive to create a caring Christian ethos where everyone is valued. We have chosen six Christian values which underpin school life.

These are:

- Friendship
- Love
- Respect
- Honesty
- Forgiveness
- Courage

Introduction

It is important to us at St Cuthbert's Infants and Pre-School that we are able to provide extended school provision. Breakfast and After School Club is open to all Infant and Pre-school children over 3 years of age, as well as offering our after-school provision to Year 3 pupils from the Junior School.

Staffing

Breakfast and After School club staffing ratios is as follows:

- If there are 3 year olds booked into the club we aim to have an adult/child ratio of 1:8
- All other age groups are also at an adult/child ratio of 1:8

Enrolment and Bookings

To enrol your child(ren) in breakfast club or after school club please complete the booking form on Parent Mail or e-mail the school office; office@stcuthbertsacademywells.co.uk

Ad-hoc Bookings

We ask that at least 24 hours notice is given to make an ad hoc booking at either breakfast or after school club and that payment is also received in full before we are able to confirm the place.

We please ask that these bookings are either made by e-mailing or telephoning the school office. If payment is not received in advance, in full, we reserve the right to withdraw your child's place.

Sessions

Breakfast Club and after school club will run Monday to Friday term time only. Session times are as follows:

Breakfast Club	8.00am – 8.40am (40 minute session for school children)
	8:00am-9:00am (1 hour session for pre-school aged children)
After School Club	3:00pm-3:30pm (1/2 hour session for pre-school children only)
	3:15-3:30pm (15 minute session)
	3.30pm – 4.00pm (1/2 hour session)
	3.30pm – 4.30pm (1 hour session)
	3.30pm – 5.00pm (1 ½ hour session)
	3.30pm – 5.30pm (2 hour session)

Dropping off and Collecting

Parents/carers need to drop their children off for Breakfast club in The Hub which is located at the bottom of the main school playground by Oak Class. You will be asked to sign your child in on the register. Your child will be taken to their classroom at 8.40am for the start of the school day by a member of the breakfast club staff. Admission to breakfast Club will only be granted if the child is booked in prior to the session.

The children must be collected from After School Club from The Hub which is located at the bottom of the main school playground by Oak Class. Parents/carers will be asked to sign their child out on collection. If your child is being collected by someone else you must inform us in advance and also provide us with a password which the person collecting will use to collect you child.

Payments

Payments are to be made in advance either through Parent Mail, childcare vouchers or cash/cheque through the school office. Advanced payments will secure your child's place in the sessions. Please note early years entitlement cannot be used for wrap around care bookings.

Outstanding Payments

We reserve the right to cancel your booking if payment is not made in advance, in full, including any late collection charges.

Charges

Breakfast and Afterschool clubs operate on half hourly charges of £2.15 per session.

15 minute charge is also added for school children from 3:15 – 3:30pm - £1.10

½ hour session - £2.15

1 hour session £4.30

1 1/2 hour session £6.45

2 hour session £ 8.60

Late Collection Charges

For late collections of more than 5 minutes an additional charge of £2.15 will be made for the full half an hour.

Notice of any increase in charges

We will give one month's notice, in writing to parents, of any increase in charges.

Included in the charges

The Breakfast Club operational staff will be our Teaching assistants and staff from our Pre-School. After school club operational staff will be from our Pre-School.

Our after school club will have a variety of age appropriate activities available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to.

Activities may include but will not be limited to:

Board games

I Pads / Laptops

Arts and crafts

Ball games

Construction

Small world

Reading

Outdoor play (Weather permitting)

Other activities deemed suitable

Food and Drink

Breakfast club includes: toast with various toppings and a choice of fruit, cereal and milk or water.

A healthy finger snack will be served at after school club. This will be sufficient to keep the child(ren) going but we do not recommend that this replaces an evening meal. Examples of food that will be served includes:

Sandwich with a variety of fillings

Toast with a variety of toppings

Fruit

Water or milk

Behaviour

We will follow our School Behaviour Policy which can be found on our school website;

<https://www.stcuthbertsinfantswells.co.uk/policies>

First Aid

All accidents are recorded in the accident book. For minor injuries parents will be spoken to at pick up time. Head injuries and other more severe injuries, a phone call home will be made. If your child is ill while in wrap around care, you will be called to collect them.