

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**



**Sherborne  
House**

*Enquiring Minds, Extraordinary Stories.*

## **Wrap Around Care Policy**

This policy applies to all pupils in the school, including EYFS

Created	<b>January 2018</b>
Revised	<b>1st September 2023</b>
Date for revision	<b>July 2024</b>

## Introduction

At Sherborne House School we are very proud to be able to offer “Wrap around care” to our pupils. We offer an early morning breakfast club from 7:30am - 8:30am and an After School Club 4:00pm-6:00pm. These are both available to pupils attending Sherborne House School. We also offer holiday clubs during the school holidays, offered by an outside agency. This is open to children in the surrounding area as well as children attending Sherborne House School.

## Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends until 6pm
- To enable pupils to eat breakfast before the start of the school day /have an after school snack in a pleasant, relaxed environment
- To provide an environment so Key Stage 2 can complete their homework.
- To provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living.

## Staffing

The Before School Club (Breakfast Club) is run by two experienced members of staff.. All members of staff are also first aid trained and hold current Food Hygiene certificates.

All staff have current Barring Disclosure (DBS) checks in place and are registered on the Single Central Register.

## Organisation

Breakfast Club - Children are to be dropped into Breakfast Club by a parent and signed in using the Breakfast Club register. The wrap around care staff will then escort children to their classes at 8.30am ready to start their school day.

Children dropped off between 7.30am and 8.15am will be offered a breakfast (choice of cereal, toast and a drink). Children dropped off from 8.15am onwards will not be entitled to breakfast.

After School Club - At school finishing time (4.00pm) teachers or support staff will escort children from classrooms to Lakewood Club (the wrap around care facility in Cedar 4) and check with the relevant member of staff that the children are signed in.

If you think you are going to be late collecting your child from school please notify the School Office on 02380 252440 and your child will be placed in after school (Lakewood) club until collection. Any children who are not picked up by 4.05pm will be placed in Lakewood Club (the wrap around care facilities.) Parents who are consistently late in collecting children from school will be charged for using the wrap around care facility, as detailed below.

## Charges

	Start	Finish	Price
Breakfast Club	7.30am	8.30am	£5.00
Lakewood Club	4.00pm	4.30pm	£3.50
	4.30pm	5.00pm	£3.50
	5.00pm	5.30pm	£3.50
	5.30pm	6.00pm	£3.50

Lakewood Club late charge	After 6.00pm		£5.50 per 15 minutes
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### **Booking**

Wherever possible, children should be booked into the after school wrap around care in advance using Magic Bookings. This will ensure staff to children ratios are correct and sufficient food can be provided. An admin charge of £2.00 per booking will be made for children who are not booked in to Lakewood via Magic Booking in advance.

### **Fire procedures**

Fire drills will be carried out and the clubs will follow the evacuation procedures of the school.

### **First aid**

There is a qualified First Aider available at all times.

Any incident which occurs in either Before or After-School Club, must be recorded on an Accident Form, as per the usual school policy.

### **Health and Hygiene**

It is the responsibility of the Before and After-School Club staff (wrap around care staff) to clean work surfaces at the end of each club session. They should also sweep any obvious debris from the floor and mop any spillages up as they occur.

The school's cleaner will mop and vacuum thoroughly at the end of each day and clean the toilet facilities.

### **Outdoor Area**

Children have access to the main playground during wrap around care. If children are outside, the wrap around care staff member will be supervising them. If some children are inside and some are outside the door MUST be kept open and the staff member will position themselves so they can supervise both areas.

### **Behaviour**

The Before School and After School clubs follow the same behaviour policy as during the main school day, and children are expected to behave as they would during normal school hours, adhering to the usual school rules and expectations.

### **Complaints**

In the event of a parent wishing to make a complaint, this should be made in the first instance to one of the wrap around care leaders. If a parent is still concerned then the matter should be taken to the Headteacher Cordelia Cripps.