



Homerswood Primary & Nursery School
Kirklands, Welwyn Garden City
Hertfordshire AL8 7RF
Telephone: 01707 320610
e-mail: admin@homerswood.herts.sch.uk

Headteacher: Mrs Debbie Shirley B Ed (Hons), NPQH
Deputy Headteacher: Miss Mica Kettle B Ed (Hons) Mast

Terms and Conditions - Wrap Around Club

Updated: July 2020
Next Review: September 2021

Welcoming your child into wrap-around care

The first day of a new club is an exciting milestone in your child's life. Your child is embarking on a journey and as wonderful as this new experience may be, it can also be quite daunting. Our team will always greet your child with a welcome smile. Our top tips for helping your child to settle quickly are listed below, we will also allocate them an experienced buddy in the group to help them to get used to the way that things work:

Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure the child that the club will be a fun and exciting place.

- Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- At collection ask purposeful questions i.e. Tell me about something fun that you did today or tell me about something that made you laugh. Don't expect too much – children that attend after school club are often more tired by pick up time as it's that much closer to bedtime than a 3.15pm pick up.

If your child is aged 5 or under, you will be allocated a key worker, we will let you know who this is before they start.

The school office is not manned after 4.30pm and as such please use the After School phone for all enquiries from 3.15pm, this number will be communicated to you once you have registered your child.

As our wrap-around care is run by Homerswood Primary School, it's staffed by our own teaching assistants. This means that:

- Existing school policies for behavior and safeguarding apply
- The children have safe and familiar adults to look after them
- There is a clear communication channel between the wrap-around team and the class teachers to support a holistic approach.

What will the first day look like?

- Your child will be allocated a buddy to show them around.
- Staff will go through our Fire Safety and Evacuation procedures
- Your child will be allocated a safe adult within the team (though they can talk to anyone)
- The team will check in on your child and will talk to you if they feel that your child is taking a long time to settle.

Covid-19 Temporary Measures

As we are currently faced with the Covid-19 pandemic our environment will look a little different. The statements below indicate the differences that your child may experience:

- Children will remain within their class group bubbles at Wrap Around Care
- Parents are not permitted to enter the school building and having rung the bell must wait outside the main reception for their child to be returned to them.

Admissions and Fees

Our club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit. We accept payment in childcare vouchers or online via School Gateway

○ Admissions

If a suitable place is available the parent/carer, and where possible the child, will be invited to visit the club and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the contract to confirm their child's place.

The medical consent form and full pupil details will be collected from the school admissions system. It is the parent's responsibility to inform the school if their details have changed either via the annual update or by emailing admin@homerswood.herts.sch.uk in the interim period.

○ Waiting List

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently availability, the child's name will be added to the waiting list subject to the school having received the parent's request in writing.

The waiting list is on a 'first come first served' basis. The club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the club.

○ Fees

- The level of fees will be set by the school and reviewed annually in the light of the club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant
- Payment of AFTER SCHOOL fees should be made monthly, on the last Friday of the preceding month. Payments for BREAKFAST CLUB need to be made in advance, this can be done on the School Gateway or in cash on the day. No refunds or credits are possible once your child's place has been booked and paid for as this is considered to be a confirmed booking.
- Payments must be made in advance otherwise your child will not be able to stay.
- The club will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should contact the school office at the earliest possible opportunity.
- Children must be collected promptly. A fee will be charged for every late pickup. Charges: £5 up to 15 minutes late and £10 for every 5 minutes thereafter
- Under exceptional circumstances, the Head Teacher may agree to allow the child to continue attending the club for the remainder of that week.
- Parents/carers are encouraged to speak to the office if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.

Behaviour Management

Our club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. Whilst the children are on school premises and despite the less formal environment of wrap-around care, all children are expected to demonstrate the school values and to follow the school's behaviour management policy.

The school's Behaviour Policy can be found on the school's website at: <https://www.homerswood.herts.sch.uk/policies/>

In the Event of a Major Accident, Incident or Illness

The medical consent form provided to Homerswood Primary School will also be used for your child's attendance at wrap-around care.

Within our wrap-around care all staff are basic first aid trained and at least one member of staff on duty at all times will be paediatric first trained. In the event of an accident or injury we will follow the steps below. Please note that your child's safety is our first priority and whilst we may not be able to call you immediately if we are tending to their care, we will call you as quickly as we can.

- A qualified first aider will assess the situation
- A decision will be made about whether a child can stay at the setting, needs to go home or needs to go to hospital.
- An ambulance will be called if necessary and a member of staff will accompany your child if you are unable to get back in time.
- In the event of your child going to hospital their medical consent form will be taken with them.
- Following an accident or injury – full details will be recorded in the club's accident record and developmental action or training will be provided in the event that the accident could have been avoided.

Partnership with Parents and Carers

Our club recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the club and parents/carers. The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. The club aims to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with the club.
- Ensuring that parents'/carers' concerns are always listened to by the Club whenever they are raised. The manager will ensure that parents/carers receive a prompt response from the club.
- Working with parents to support their children under 5. This involves sensitive observational assessment - based on the EYFS principles. Allocated key workers will work with the reception class teacher to share observations.
- Providing parents/carers with formal and, if necessary, confidential means to comment on the work of the club. This will include an annual parent survey.
- Keeping parents/carers up to date with any changes in the operation of the club, such as alterations to the opening times or fee levels.

Child Protection/Safeguarding children

Our school wrap-around team believes that children have the right to be and feel completely secure from both the fear and reality of abuse, and we are committed to protecting all of the children in our care. Our

child protection policy is available on the school website:

<https://www.homerswood.herts.sch.uk/policies/>

All Homerswood Primary and Nursery School staff receive child protection training, including receiving regular safeguarding updates. The school also operates a Whistleblowing Policy ensuring that colleagues also feel safe to refer to each other in the event of any concerns.

The ASC/B-Fast Club operates a worry box and children are encouraged to let us know if they have a concern.

Complaints

Should you have cause to feel unhappy about our after school club provision please refer to our school complaints policy. In the first instance please address your concerns with a member of the wrap around team and if you remain unhappy please place your concerns in writing to the Headteacher.

Our school complaints policy can be found at:

<https://www.homerswood.herts.sch.uk/policies/>