



ST GILBERT OF SEMPRINGHAM C OF E PRIMARY SCHOOL

Wrap Around Care SAS Policy

September 2024

Introduction

The Breakfast and After School Club (SAS) are run by St Gilbert of Sempringham C of E Primary School and exists to provide high quality before and after school childcare for our children. It provides a range of stimulating and creative activities in a safe environment.

The breakfast club operates from 7.45am to 8.45am during term time and costs £5.30 per session which includes breakfast. The Afterschool Club runs from 3.30 until 5.30pm daily with the choice of two sessions. We offer a full session which provides care from 3.30—5.30pm, to include a light snack, at £9.50 per session or a part session from 3.30-5pm, to include a light snack, at £7.40 per session.

Registration

Only children attending St Gilbert of Sempringham C of E Primary School are eligible to attend Breakfast and After School Club (SAS).

Parents who wish to use the service must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy. (Appendix 1). All parents registering for SAS receive a paper copy of this policy. This policy is available to view via our school website. Wrap around care.

Bookings

It is essential that SAS remains a self-funding provision, therefore it is not possible for the school to subsidise attendance or provide credit. We wish to avoid creating a situation of debt as this provides issues for families, as well as the school.

Bookings will be made 1 week in advance of attendance. **To confirm your booking all bookings must be paid for in advance via School Bank Account. You must complete the booking form attached.**

All places are subject to availability and are allocated on a first come, first served basis.



Adhoc bookings

We acknowledge that, on a small number of occasions, it may not be possible to book a week in advance. For this reason, ad hoc bookings can be accepted at the school's discretion with at least 24 hours' notice, where parents/carers have previously completed the registration process. For an ad hoc booking you will still be required to complete a booking form and pay for the booking at the time of completing the form. (Appendix 2).

Unless a child is booked into SAS, it is expected that pupils will be collected promptly at the end of the school day (3.30pm). Where children fail to be collected at the end of the school day, our safeguarding systems will be enacted and a call home to parents/carers made to determine the reason for late collection and expected time of arrival. We accept that unexpected incidents can arise where parents are unexpectedly unable to collect on time. If this is the case, your child will be added to the SAS register for the evening, and you will be charged for this service. On collection parents will be advised that the ad hoc booking has been charged and you will be requested to settle this charge within 24 hrs.

Arrival and Departure

Parents/carers are required to sign their children in and out. Children enter the SAS Breakfast Club by ringing the main entrance gate, however, for After School Club you will need to telephone the school mobile phone on 07386 602398 where you will be met by the member of staff and your child for collection.

Each morning, at 8.45am children will be escorted to their classrooms for the start of the school day.

Daily Routines

Breakfast Club

Pupils booked into SAS are welcome to arrive to Breakfast club from 7.45am. On arrival parents sign in and children enter the class where a range of activities are set out.

Children who wish to enjoy a freshly prepared breakfast, must arrive before 8.15am in order that they have time to enjoy their breakfast before the start of the school day. Children wishing to have breakfast wash their hands.

- 8.40am tidy up time encouraging children to take responsibility for the school environment.
- 8.45am children collect their coats and bags and make their way to their classrooms.

Children are not to be dropped off without a prior booking or earlier than 7.45am.



Afterschool

To ensure the safe discharge of pupils, at the end of the school day, SAS Staff go around to the classrooms to collect any children that are included on the SAS daily register.

- 3.30 pm children booked into Afterschool Club are escorted to Club room by a member of staff where a range of activities are set out. Those booked into a full session should be collected before 5.30pm, those booked into a half session should be collected before 5pm
- At or before 5pm – children booked for half a session are collected. Children, who remain uncollected at 5pm will be added to the full booking list and parents accounts updated to reflect the increased charge due. Parents will be advised of this on collection and asked to settle the charge within 24hrs.
- At or before 5.30pm – children are collected.

Children must be signed out when collected by parents. Please note collection no later than 5.30pm is expected. Late collections will be charged at £5 per 5 minutes up until 6pm and payment must be made through School Bank Account within 24 hours. All late collections will be reported to the School Office for review and persistent lateness may result in wraparound care provision being stopped. Where children remain uncollected at 6pm safeguarding procedures will be enacted.

Behaviour

Whilst attending club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at Squirrels Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.



The club operates under the same behaviour policy as the school, a copy of which is available on the school website.

First Aid

All accidents will be recorded on the electronic system. Upon collection of pupils at the end of the school day, parents will also be advised, and staff will give details of the nature of the accident and the treatment provided.

- All incidents are dealt with by a qualified first aider/paediatric first aider
- Parents of any child who becomes unwell during SAS club will be contacted immediately.

Payment of Fees

- It is a requirement of the club that parents pay their fees promptly in **advance**. The parent/carer signing the SAS Club registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- All payments should be made through the school bank account.
- Persistent late payment of adhoc bookings or surcharges may mean that future booking will not be accepted.
- Our systems aim to ensure that families are protected from developing debt, but where this occurs, debt greater than £50 will mean that you will no longer be able to book your child into SAS Club until the debt is cleared. This applies to aged debt too.

Cancellations

Each booked session must be paid for even if children do not attend, unless cancelled at least 24 hours beforehand. (This includes absence caused by illness)

Cancellations can be made through the school office by giving at least 24 hours' notice. At the end of each week, any sessions which parents have cancelled by giving more than 24 hours' notice will be updated on the account and a credit for a future session.

Children Leaving the School

When a child leaves the school, parents will be required to pay in full any outstanding debts before the child leaves.



Illness

Children will be kept away from SAS Club if they are sick or advised to do so by a doctor and/or school staff. Children must be clear of vomiting and diarrhoea for 48 hours before returning to SAS Club.

Withdrawal of Breakfast/ Afterschool Club Provision

The school reserves the right to withdraw or change the service offered for SAS Club provision should there be insufficient demand or a need to adapt but will provide one half term's notice of its intentions.

Review

The Head Teacher and Governing Body will review this policy every two years in consultation with staff.

The policy was updated and approved by the Governing Body at their meeting on 19th September 2024

Chair of Governors



Appendix 1

SAS CLUB REGISTRATION FORM

Child's Name:

Address:

Parent Contact Details

Name:

Mobile number:

Emergency Contact

Name:

Mobile number:

By signing this registration form you are agreeing to the policy as given to you, that you will adhere to the policy and its contents.

Parental Signature:

Dated:

