



Policy for Wrap-around Care

This policy applies equally to the EYFS, Pre-Prep and Prep as taught at St Hilary's School.

Introduction

This document is a statement of the aims, principles and strategies for wrap-around care at St Hilary's School.

The safety of pupils is our priority whilst they are in our care at school. St Hilary's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff regardless of disability.

At St Hilary's, we aim to educate the whole child by providing unequalled opportunities, support and encouragement for the on-going development of academic, creative, spiritual, social, cultural and physical aspects of our children's lives.

We actively promote democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Moto 'Not for oneself but for all.'

Our aims are:

- to provide an outstanding, all round education
- to equip pupils with the qualities and skills required in school and beyond
- to recognise and utilise all our pupils' talents, whether academic, musical, sporting or other
- to ensure that all children - whatever their ability - achieve their full potential
- to develop in our children a real thirst for learning
- to provide a warm, safe and caring environment that enables all children to thrive

We do this by:

- providing a broad and balanced range of extra-curricular activities with strong subject specialist teaching
- building in opportunities for independent learning, creativity, problem-solving and use of technology

Wrap Around Care

An Extended School is one that provides a range of activities and services, often beyond the school day, to help meet the needs of its pupils, their families and the wider community. St Hilary's School provides many after school clubs, a breakfast club and after school care which cares for children who are on roll from EYFS to the end of Prep who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

Before School Care and Breakfast Club

Between the hours of 7.45am and 8.30am, a supervision service takes place in the 'before school care' room. An optional Breakfast Club for all St Hilary's pupils, and for those who wish to attend from before school care, is available in 'The Pepper Pot' dining room. It operates between 8am and 8:30am. Children

must arrive before 8.20am if they wish they have breakfast. Bookings should, where possible, be made in advance. Children will be accepted on the day if there are unforeseen, unexpected circumstances. Parents of Early Years Foundation Stage (EYFS) should take their children to the Kindergarten classroom to be registered and Pre-Prep and Prep parents should bring their children to the before school care classroom and make them known to the members of staff on duty who will then register the pupils. If pupils are arriving after 8am, and wish to have breakfast, they should be taken directly to the PepperPot where a member of staff will register them.

After School Clubs

A range of activities can be chosen for children in Year 1 – 6 after school, every day, from 3.30pm in Pre-Prep and 4pm in Prep. After school care is available for all children who are three or above, in that term, and upwards. A clubs information sheet is published prior to the start of each term to select clubs for the following term. These are paid for by termly invoice. Some clubs have a maximum number due to safety and equipment required.

Extended care

After school care takes place in the Kindergarten classroom's (separate rooms for EYFS and Pre-Prep/Prep pupils). It operates between 4pm and 6pm. Before this time, there is a free holding service from 3.30-4pm for Pre-Prep pupils who have siblings in Prep and for Pre-Prep children who are attending clubs which start at 4 o'clock. This is run by class teachers.

Tea is served to the children in the 4-6pm after school care. It is staffed by St Hilary's staff with the tea prepared by the catering staff. A member of the EYFS staff is responsible for supervising the EYFS After School Care with Mrs Jenny Calverley acting as the administrator. Miss Louise Robins is responsible for the running and administration of the Pre-Prep and Prep after school care.

- Children should be collected promptly from Kindergarten before 6pm.
- At 6pm, if a child has not been collected, they will go to the Office with the on-duty staff and member of SLT where they will wait to be collected.
- Bookings should be made in advance, wherever possible.
- Children will be accepted on the day if there are unforeseen, unexpected circumstances; however, please endeavour to call the school before 12pm in order that tea can be provided. If it is booked after the catering staff have left for the day, we will not be able to provide the child with tea.

Medical equipment, including auto injectors for those pupils that require them, are stored in the Kindergarten medical cabinet. For Pre-Prep and Prep pupils who attend wrap around care, one auto-injector is stored in the Kindergarten medical cabinet, and the other in the medical room. Relevant medical data is provided to the staff in extended care by the Lead First Aider.

A member of the SLT is responsible for After School Care every night on a rotational basis. They provide additional staffing, where required, and provide emergency support. If care staff are left on their own with one child, they must request the member of SLT on duty to join them. The member of SLT will also take responsibility for following the Uncollected Child Policy, where necessary. In this instance, the child should be brought to the office in the care of two fully-vetted workers (one at least Level 3 qualified and one Paediatric First Aid trained), one of whom is a member of the SLT - until the child is safely collected either by the parents or other adults authorised to take the child home.

Ratios

The member of staff responsible for after school care is always a Level 3 and they, or the on call member of SLT, always have a current certificate in Paediatric First Aid training. The SLT member on call should be called on to assist in after school care when the following ratios are exceeded:

- When the ratio of more than 1:8 is met in EYFS after school care (for children over 3 years).
- When the ratio of more than 1:4 is met for two year olds.

Please refer to the **Supervision of Children Policy**.

Wrap-around staff aim to provide the following:

- Supervised homework (except where Prep is available) and structured activities
- A safe, caring and stimulating environment
- High quality care at all times
- Experienced and committed staff
- A commitment to equal opportunities
- Safe equipment

Parents should

- make sure that the Parent Information Form is updated with emergency contact details
- collect children promptly at the end of the session.

Uncollected child policy:

In the event that children are not collected from the school /setting by an authorised adult within one hour after the official school day has closed, the **Uncollected Child Policy** will be adhered to.

Reviewed: June, 2019

Next review date: June, 2020

Person responsible: Mrs Aislinn Clarke