

Drayton Parslow Wraparound Care

Section 1 – Introduction

AIMS & OBJECTIVES OF THE CLUB

1.1.1 The aim of the Drayton Parslow Wraparound is to provide the best possible out of school provision for parents of The Three Schools.

1.1.2 In order to meet the aim, the Federation Early Years committee of the Governing Body has the following aims:

- a. Provide out of school childcare facilities for pupils at The Three Schools in order to enable parents and/or guardians to gain or improve employment.
- b. Operate two clubs; a Before School Club (BSC) and an After School Club (ASC). Both clubs are to provide childcare in a safe, caring and stimulating environment.

1.1.3 The objectives of the Governing Body will be achieved through:

- a. Providing a safe, caring and stimulating environment.
- b. Ensuring a wide variety of activities are available.
- c. Supporting and training staff employed to work in the clubs.
- d. Raising the profile of the Clubs within the school and externally,

ORGANISATION

1.2.1 The Drayton Parslow Wraparound Care is overseen by a committee from the Governing Body of the Federation Of Drayton Parslow and Mursley CE School. The Supervisor decides upon the day to day activities. Policy and other major decisions affecting the clubs will be reached by agreement between the Headteacher and the Governing Body Committee. The terms of reference for this committee are shown as Appendix A.

OPERATING HOURS

1.3.1 The clubs will provide care before and after school during term time only. The operating hours are as follows:

- a. Before School Club: 07.45 – 08.45am
- b. After School Club: 15.15 – 18.00pm

1.3.2 Children will not be admitted outside of these hours without prior arrangement with the Club Supervisor and Headteacher.

EARLY YEARS FOUNDATION STAGE

1.4.1. The club will use the EYFS. This will ensure that parents can be confident that their child will receive a quality that supports their development and learning.

CLUB POLICY REVIEW PROCEDURE

1.5.1 The Wraparound committee of the Governing Body will review the club policies on an annual basis.

1.5.2 The date of the next review will be December 2014

SECTION 2 – REGISTRATION AND ADMISSIONS

INTRODUCTION

2.1.1 To be eligible to attend the Drayton Parslow Wraparound Club, children must attend The Three Schools and be aged between 4 and 11 years old. The age limits are aligned with the school year ages, children aged 4 will not be eligible to attend any of the clubs until they are on roll at the school at the start of the academic year.

REGISTRATION

2.2.1 Registration can take place any time during the school year. From January 2014, to register their child / children with the provision, each parent will make an initial payment of £5 per child. Once a place has been confirmed, the parent /carer must complete a registration form as children will not be able to attend the club until this has been done. This form will include emergency contact details and any particular needs of the child. The form will be kept on the premises in a secure place to ensure confidentiality. It is the responsibility of the parents /carers to inform the club of any changes in personal circumstances. A copy of the registration form is shown as Appendix B.

2.2.2 Once a child has a place, it will remain theirs until the parents give notice to withdraw their child in accordance with the cancellation policy.

PASSWORD

2.3.1 During the registration process, parents will have to provide a password which will remain on the child's confidential file. This password is used if the person collecting the child is not the same as the person dropping off the child or if there is any doubt as to the identity of the person collecting the child. (See 'Section 6 – Security')

BOOKINGS

2.4.1 Bookings should be made to the Club Supervisor in person or by telephone during the Club hours. Places can be booked on any of the 5 school days according to the needs of the parent and child. Parents must obtain confirmation that a place is available before their child can attend the clubs.

2.4.2 The clubs will have a maximum of 16 places for under 8 year olds and have a capacity of 24. When all places are full, a strict waiting list will operate. Names will added on a first come, first served basis, however preference will be given to children if they already have a sibling attending the club.

2.4.3 If places are available within the clubs; parents can book sessions on an ad hoc basis. Any amount of notice can be given for ad hoc sessions but parents must obtain confirmation that a place is available before their child can attend the clubs.

2.4.4 The Supervisor will liaise with The Three Schools staffs to ensure necessary arrangements are made to collect the children from their schools at the end of the day if the

child is attending the After School Club. However, it is the parents' responsibility to inform the child's class teacher that their child is attending the After School Club.

CANCELLATIONS

2.5.1 Parents are required to give a maximum of 5 school days notice for an individual session cancellation. Refunds for cancelled sessions will only be made for absences which are due to children attending formal school trips / visits. All session cancellations must be confirmed in writing but parents may firstly give notice in person or by ringing the club and speaking to the Supervisor.

2.5.2 When withdrawing children permanently from the club, parents are to give one months notice in writing.

BEHAVIOUR MANAGEMENT

2.6.1 We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop and play without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an environment of mutual respect and encouragement. In order to achieve this:

a. Rules governing the conduct of the club and the behaviour of the children will be discussed and agreed within the club and explained to all newcomers, both children and adults. All adults within the club will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour. All adults will provide a positive model for the children with regard to friendliness, care and courtesy. Adults in the club will praise and endorse desirable behaviour such as kindness and willingness to share.

b. We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour. When children behave in unacceptable ways physical punishment will be neither used nor threatened, children will never be sent out of the room by themselves.

c. Children who misbehave will be given one-to-one support in seeing what was wrong and working towards a better pattern. Where appropriate this might be achieved by a period of 'time out' with an adult. In this case, the child will be told when and why their behaviour is unacceptable and the reason why this sanction has been applied.

d. In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame. In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome. Any racist incidents will be recorded and passed onto the Headteacher.

e. Adults will not shout, or raise their voices in a threatening way. Adults in the club will make themselves aware of, and respect a range of cultural expectations regarding interactions between people. Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.

f. Recurring problems will be tackled by the whole club, in partnership with the child's parents, using objective records to establish an understanding of the cause. In cases of repeated bad behaviour, after consultation with the child's parents, it may be in the best

interest of the other children and staff to exclude the child. This will initially take the form of suspension and, if the unacceptable behaviour continues upon return to the clubs, permanent exclusion. During the consultation periods, parents will be given the opportunity to discuss any decision to exclude a child from the clubs and support in the form of advice on positive reinforcement that could be used, will be offered to parents by staff.

g. Repeated cases of spitting, hitting, kicking, biting and swearing may result in immediate permanent exclusion.

h. Adults will be aware that some kinds of behaviour only arise because of a child's special needs, and will react to that behaviour with appropriate consideration of the circumstances and needs of the child.

2.6.2 Parents will have access to their child's accounts.

2.6.3 Discussions between parents and staff will be kept strictly confidential.

2.6.4 Matters concerning a certain child will only be discussed if the information is beneficial for that particular child.

PARENTAL INVOLVEMENT

2.7.1 Parents will be a key part of the clubs. The facility is provided for their children and within all practical bounds, their requirements will be met. Parents will be given the opportunity to comment through a variety of means including questionnaires, meetings, open days and daily contact with staff.

Early Years Governor: Fiona Baxter

Wraparound Leader: Becky Hone

Headteacher: Carol-Anne McCollum