



WELCOME TO THE PRIORY CATHOLIC ACADEMY'S WRAP AROUND CARE HANDBOOK

Open Monday – Friday

(term time only)

Before school 7:30-8:45am

After school 3:15-5:45pm

The Priory Catholic Academy's extended service is for current pupils of the school and runs before and after school. The club runs from Monday to Friday during term time (not on inset days or when school is otherwise closed) and is open to all pupils in the school.

Aims

We aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

Children are free to choose activities and resources as they wish on a daily basis. There will always be a selection of activities and resources available which may include dressing up, home corner, craft, board games, construction, physical play, reading, computers and homework, as well as focussed activities for after school provision which may include football, general sports, dance, gymnastics and the ever popular eco club.



What we provide

The food we provide at the Breakfast Club includes, cereals, toast, waffles, pancakes, fruit and many more choices.

Milk and juice is available for the children to drink as well as water. The food for the After School Club is not intended as a substitute for a main evening meal. We provide a sandwich and snacks, including fresh fruit. We use fresh ingredients and follow statutory guidelines and sandwiches are prepared by the kitchen on a daily basis. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible.



Safeguarding Statement

After School Club recognises the important responsibility for Safeguarding and Promoting the Welfare of children:

- Staff recruitment and selection follows the Safe Recruitment Procedures
- Raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse
- Supporting pupils who have been abused
- Establishing a safe and nurturing environment free from discrimination or bullying, where children can learn and develop happily

After School Club recognises that because of its day to day contact with children, the staff are ideally placed to observe the outward signs of abuse. Staff will therefore:

Report any inappropriate behaviour/ activities to designated staff

- Establish and maintain an environment where children feel secure are encouraged to talk and are listened to
- Ensure that children know that they can approach any adult in school if they are worried and they will receive a consistent, supportive response

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are available on the school website for parents to consult at all times.



Admissions



Parents/Carers are not required at present to pre-register their children for the Breakfast Club. Children will be admitted any morning that childcare is required.

Admission to the After School Club is organised by the Club Supervisor, and whilst a booking is not essential for children staying until 4.30, it is preferable for children staying for the full session so that the correct amount of food can be prepared. There is a dedicated mobile number for the club which is 07955 856895, please leave a text or voicemail message. There is also a dedicated email address:

cprioryrc@priory-pri.notts.sch.uk

Payment of fees

The current fees are:-

- Breakfast - £3.50 (from 7.30am – 8.35am) per child per session.
- After School - £3.50 (3.15pm – 4.30pm food not included) and £7.50 (3.15pm – 5.45pm) per child per session.

Fees are payable in advance on PMX, this is set up as a 'donation' which enables you to put the **full** amount you wish to pay i.e. £17.50 if paying for a full week's sessions. We also accept childcare vouchers. A subsidy will be offered to parents in receipt of Pupil Premium and children who have parents in the Armed Forces.

The price per session per child applies to all children.

Please ensure that fees are paid promptly. It has been agreed by the School Governors that amounts owing should not exceed £20, the facility may be withdrawn until payment is received. If you are having difficulty paying fees, please speak in confidence to a member of the office team.

Changes to days and cancelling your place

If you need to change the days that your child attends, please contact the After School Club direct via their dedicated e-mail.

Arrivals and departures

Breakfast club – Please ring the doorbell by the internal door and one of the supervisors will come and greet you and your child. To aid independence, we ask that you say goodbye to your child at the door and do not follow them into the hall. A daily register is taken.

After school club - Our staff will collect Key Stage One children from their classrooms and escort them to the Club. Key Stage Two Children are expected to make their own way to the club. A register is taken when children arrive in our care, and at this stage we will ask them if they wish to participate in a focus activity or wish to stay in the general club.



We expect that your child will normally be collected by the people you have named on the data collection sheets issued annually. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation. See our Arrivals and Departures Policy for more details.

The After School Club finishes at 5.45pm. If you are delayed for any reason please telephone the Club to let us know. A late collection fee of £3.50 will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wage costs incurred. The focused activities will finish at 4.30pm. If you are late collecting your child they will be placed in the General Club and a late collection fee of £3.50 will apply after 4.35pm. Any penalties for late collection fees will be advised to you on a regular basis and will be payable on PMX. If your child remains uncollected after 6.15pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact the Social Care team.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. The school's Child Protection Policy applies to the whole of the school's workforce along with volunteers, governors and any contractors working on the school site.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, beliefs, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment



Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. For more details on equal opportunities and special needs, see our school policies.

GENERAL INFORMATION

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see. Please see the Behaviour Policy.



- The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.
- We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases. However, if your child's behaviour is unmanageable, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the school or the Club we will contact you and ask you to make arrangements for them to be collected.



Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Medication

If your child needs to take medicine whilst at the Club you will need to complete a Medical Needs administration form available at the school office (open 8:30-4:30).

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to one of the staff members. If necessary please speak to the Headteacher.