

# Hunton & Arrathorne Community Primary School

## Wraparound Club Policy



Date: September 2024	Headteacher: Mr S Donaldson
Review Date: September 2025	Chair of Governors: Mrs A Peacock

### Introduction

The club is run by Hunton & Arrathorne Community Primary School staff and exists to provide out of school hours childcare for our parents by suitable qualified members of staff. It provides a range of stimulating activities for a safe environment. The club operates from 08.00-08.45 and from 3.15-5.00 (4.30 on a Friday) term time only. All parents must complete a registration form for each child attending club and sign an agreement to adhere to the terms of this policy.

### Intent / Aims

Our Wraparound Provision aims to:

- Provide a safe environment for pupils who parents wish to use the facility
- Enable children to complete homework or read with a grown-up
- Take part in creative activities which allow the children time to relax and have fun with their friends.

### Contacting Wraparound Club

For all general queries and booking changes/queries please email [admin@huntonarrathorne.n-yorks.sch.uk](mailto:admin@huntonarrathorne.n-yorks.sch.uk) or 01677 450342.

### Admissions

- Only children attending Hunton & Arrathorne Community Primary School are eligible to attend.



- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the club
- All parents will receive a paper copy of this policy and it is also available to view via our school website
- All club staff are made aware of a new child
- Children attendance is recorded on a register

### Arrival

- Children are collected from the main gate at 8.00am – any children arriving late should ring the bell where a member of staff will escort them to the Wraparound Club room.
- Pupils drop off their equipment in the cloakroom and join in with activities in the Wraparound Club classroom.

### Collection

- At 3.15pm, the member of staff will collect Wraparound Club children from their classrooms and register them in the Wraparound Club room.
- There are two options for collection – 4.15pm / 5.00pm. At this point, the supervising member of staff takes children to the main gate for collection.

### First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents / carer upon collection and signed by a member of staff.
- All accidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell whilst at club will be contacted immediately.
- Trained paediatric first aiders will be present when the club is operation with children within EYFS.

### Safeguarding

- As the club operates as part of the school, the school Child Protection Policy and Safeguarding Policy are followed. All staff work in school and so are trained to the high standard required. Staff follow the same referral procedures as during the school day.



### Booking / Cancellation / Payment

All parents need to complete a booking form. Regular places need to be booked in advance at the beginning of each fortnight or earlier and must be paid for promptly via Parent Pay or voucher scheme.

Further bookings will not be accepted if previous invoices have not been paid.

**Refunds will only be given for sessions booked if a child is absent through illness.**

If parents need a last minute place, please ring school to check that the club will be running or has spaces available.

The club will only be running if children have been booked in.

### Current Cost

Fees will be charged to cover the cost of staffing and resources and will be reviewed regularly. Sessions are charged as follows:

Before School 8.00-8.45a.m.	£5	If you are 5 minutes or more late in collecting, you will be charged for the whole of the next session.
After School 3.15-4.15 p.m.	£5	
After School 3.15-5.00 p.m. Mon-Thurs	£8	
After School 3.15-4.00 p.m. Fri	£5	
After School 3.15-4.30 p.m. Fri	£6	

