

Plaistow and Kirdford Primary School

Wrap Around School Care

Breakfast Club and Badgers After School Club

Updated Plan – March 2021



Wrap Around Care Plan October 2020

Introduction

Following on from our re-opening of our wrap around care provision in September 2020, it has been lovely welcoming children back to our wrap around care clubs. This document provides an update of current procedures and also the updated process for booking places in our Breakfast and Badgers After School Club.

For our families, this is a reference guide for parents which sets out what everyone needs to do in order to keep school safe when using our wrap around care and the role parents have at drop off and pick up. It also explains how different these clubs will be in contrast to pre-lockdown.

For our staff team, it sets out as far as possible operational routines and procedures that will be in place for our reopening until the current guidance from The Department of Education and Public Health England are updated. The procedures put in place will help our staff team to ensure that school is as safe as it can be.

This plan will continue to be reviewed and will be subject to change as new routines and procedures are evaluated. It reflects The Department of Education's guidance at the time of writing. Any evaluation of our school setting or change in guidance may result in school having to alter our wrap around care reopening plan. We reserve the right to close our wrap around care facilities if governors and school leaders believe we are unable to stay open. We will communicate any changes as soon as we can.

Rationale

This guidance has been written with the DfE guidance:

[Government Guidelines for Wrap around care during the Covid-19 outbreak](#)

At this time we have had to adapt our wraparound care and our priority is for us to assist our working families with before and after school care.

**Please be considerate when booking places as they are limited.
A maximum of 22 places are currently available.**

Booking will now be available online via our new online portal – School Gateway. This helps us maintain a record of the children and staff attending our clubs, ensuring we have all the relevant information for track and trace in the event of a positive case of Covid-19.

Please also read the DfE Parent guidance to after school clubs:

[Government Guidelines for Parents for Wrap around care During Covid-19 outbreak](#)

Hours

- All spaces are subject to availability and are **now only bookable online**. The availability is based on ratios. The maximum number of children may not exceed a ratio of 1 adult to 8 children 1:8
- Queries for Wrap around Care can be emailed to office@plaistowkirdford.com
- Places are allocated on a first come first serve basis.

Breakfast Club will run during term time Monday – Friday, starting at 7.45am from Monday 8th March 2021.

There are two available sessions to book.

Session 1 7.45am - 8.45am - Breakfast provided 7.45am to 8.15am

Session 2 8.15am – 8.45am - No breakfast provided

- Parents should drop their children at school via the front lobby, ringing the doorbell which is located adjacent to the notice board. Please wait in the allocated area until a member of staff comes to collect your child/children. **Please remember that only one family may be in the lobby at one time; please ensure that you follow social distancing guidelines.**

After School Club will run during term time Monday - Friday, starting at the end of the school day at 3.30pm and closing at 6.00pm from Monday 8th March 2021. This is to enable us to complete our enhanced cleaning routines.

There are two sessions that are available to book.

Session 1 3.30pm – 4.45pm

Session 2 3.30pm – 6.00pm

- If your child's class finishing time is before 3.30pm, they will remain with their teacher until this time.
- Children should be collected at the end of their booked session slot only, **either 4.45pm or 6.00pm**. Pick up will be from the new pick up place on the playground using the one way system.
- Parents will not be allowed to enter the school building or cloakrooms. Parents are expected to observe social distancing at all times. We ask that parents exit the school grounds as soon as possible, via the new exit gate and along the path marked out in the car park. This maintains a one way system of traffic through the school.
- The club is open to all children from Reception (once full time) to Year 6.

Admission, booking procedures and payment of fees

- Registration forms are available via our website or by clicking on the link below; this must be completed prior to your child/children starting at the club this academic year.

[Wraparound Care Provision - Registration Form](#)

- Emergency contacts must be given before your child/children can attend the club.
- Booking will now be available through our new booking portal on the School Gateway and can only be made if a Wraparound Care Provision Registration Form has already been completed and submitted. Further details of how to sign up and book are provided below.

- Regular slots can be booked in advance. The slots are secured by booking on the Schoolcomms Gateway App with payment made up front. If a parent chooses to cancel an advance booking they will receive either a refund or credit for a future booking. Cancellations must be made seven days prior to the booking in order to secure a refund or credit. School will take in to account exceptional circumstances when considering late cancellations.
- One-off and ad-hoc slots can be booked if space is available. Parents will be charged for the slot they book.
- If space is available in a particular session, booking can be made up to 09.45am on the day of the booking for After School Club and by 1.15pm the day before for Breakfast Club.
- Some concessions may be available. Please arrange to speak to Mr King or Mrs Hannan in confidence if you would like to discuss this.

Introducing School Gateway

We are very excited to be using School Gateway to Plaistow and Kirdford Primary School – a parent engagement app that will allow you to book and pay for all your Wrap Around Care provision.

To book places at our Breakfast and After School clubs, please make sure you download the app for free. Just search *School Gateway* in your App store and download.

Apple iPhone users, download the app here:
schoolgateway.co.uk/iosdownload

Android phone users, download the app here:
schoolgateway.co.uk/androiddownload

When you download the app, you will be asked to sign up. Please use the email address that Plaistow and Kirdford Primary School already uses to communicate with you. You will then be asked for your mobile number and be sent a pin code to activate your gateway account. You should then be ready to start using the School Gateway and book your wrap around care provision.

Alternatively, you can also log in to the online version to make your bookings: <https://schoolgateway.co.uk/>, although we do recommend using the app if possible.

If you have any questions or would like some more information, please see the School Gateway site: <https://schoolgateway.co.uk/>.

Absence

- If your child has been booked into wrap around care in advance and they are absent from school the fees are still payable.

Venue

- Breakfast club is based in our school hall and outside until further notice.
- After School Club is based outside and in our school hall until further notice.

Register and collecting

- A register of children who attend our wrap around care club will be taken at the start of each session. This register is completed online by one of the team members.
- Parents should collect at the pickup place on the playground using the one way system, at the end of their booked session, either 4.45pm or 6.00pm.
- A team member will complete a signing in or out register when the child/children are dropped off or collected.
- If a parent is unable to collect their child as arranged, they must call the school immediately, choosing option 3 to speak to a member of the Badgers team.

Late collection

- If a child has not been collected by the end of their booked session, parents will be contacted in the first instance by telephone. In the second instance, additional contacts provided by parents will be telephoned.
- If a child is picked up late, a charge of £5 will be made for every 15 minutes beyond the collection time.
- We follow the West Sussex Safeguarding Children Board Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.

Snacks (After School Club)

- There will be time for children to eat a healthy snack at 3.30pm and then again at 5pm.

Activities/ Provision

- A range of activities are planned each session for the children at our wrap around care clubs. These may include board games, reading, art and crafts, learning & discovery, lego & construction, outdoor activities, movies.
- Each child will be provided with their own pencil case for them to use and keep at school for participation in these clubs.
- The age of the children is considered when planning activities to ensure they are appropriate.
- We will be allocating children into designated 'bubbles' to keep children in consistent 'bubbles' where possible to minimise the amount of mixing.
- Please see our current Badgers After School Club timetable at the end of this plan.

Behaviour

- Children are expected to follow the School's Golden Rules whilst attending our wrap around clubs.
- The school's behaviour policy will be followed. Where there are a number of incidents that breach our policies we reserve the right to withdraw provision of our wrap around care.

Health & Safety

- Staff must follow the School's Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 8 children (1:8).
- All wrap around care club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Level 3 or higher qualified member of staff.

Contact

Enquiries regarding this plan: 01403 871275 or 01403 871470 (School Office)

Enquiries/Contact during the session: 01403 871275 or 01403 871470 (choose option 3 for Badgers After School Club)

Badgers After School Club Timetable

- 3.30pm Children come to Badgers located in the school hall using the outside door by Year 1 outside area.
- Registration to be completed by a Badgers team member.
- Bags and coats on designated group (bubble) trolley.
- Wash hands.
- Sit at designated group (bubble) table for a drink and biscuit.
- 3.45pm Outdoor play for all groups using two designated areas.
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| Play area 1 | Bertie's Boat and adjacent playground |
| Play area 2 | Outdoor Gym equipment/Football pitch |
- 4.30pm All children and staff to go back inside – wash hands
Indoor play in designated groups – board games, art and craft, lego, construction
- 4.45pm Session 1 collection – wash hands, collect bags – Badgers team member to sign out departing children. Collection from playground using the one way system.
- 5.00pm Snack time in designated groups with pre – prepared snack on separate table
- Children's television, BBC- CBeebies, CBBC, Amazon/Disney+ on big screen
- Continued indoor play activities
- 6.00pm Session 2 collection – wash hands, collect bags – Badgers team member to sign out departing children. Collection from playground using the one way system.
- 6.15pm Staff to clean activity equipment and then pack away. Cleaning team to clean the kitchen and hall