

<b>Title</b>	Acorns Wrap Around Care Policy
<b>Year</b>	2019/2020
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<b>Committee Responsible</b>	Teaching & Learning
<b>Governor Link</b>	
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Wootton Park School is very proud to be able to offer 'Acorns Wrap Around Care' to all of its learners. Acorns operates from Monday to Friday, during term time, and on Teacher Training days. During the morning session a healthy breakfast will be offered, and during the afternoon session a light and healthy tea will be provided.

Acorns also runs a Holiday Club which is available during certain school holidays, details of these are given prior to commencement.

### Morning Session

Our morning session runs from 07.30 – 08.45 (last order for breakfast is 8.15am)

### Afternoon Session

Our afternoon session runs from 15.15 - 18.00.

## **Objectives**

- To provide a welcoming, safe, secure environment for learners before the beginning of the school day and after the school day ends.
- To provide an affordable service to parents/carers.
- To enable learners to eat breakfast before the start of the school day and have a light tea after the school day in a pleasant and relaxed environment.
- To provide a well-planned and organised play environment that offers a variety of experiences.
- An opportunity for learners to further develop their social, emotional and interpersonal skills.

## **Staffing and Ratios**

All staff have current DBS checks in place and hold the relevant qualifications/experience to fulfil their role in a professional and competent manner. Acorns staff will always keep the learners' welfare as their paramount objective and staff will always maintain appropriate and professional boundaries in accordance with Wootton Park School's policies. Staffing will be reviewed regularly to ensure that it reflects the number of learners attending. Acorns will be staffed at a maximum ratio of 1 adult for every 12 learners.

## **Regular Routines**

Learners can arrive from 07.30. Parents/carers use the Acorns doorbell at the Pavilion to announce their arrival. They will then be greeted by a member of the Acorns team. Learners are registered on arrival and offered a choice of healthy breakfasts: toast, cereal, fruit and fruit juices/water/milk. The last breakfast will be served at 08.15am. Learners are free to choose what activities they wish to participate in during the morning session. At 08.25am, primary phase learners will be taken across to the main school building to participate in the usual social interaction within the playground. EYFS learners will be escorted to their classroom, and assisted with taking off coats, and putting bags away. Secondary learners will make their own way into the school's grounds before the bell rings, approximately 08.30am having gained permission from an Acorn member of staff.

At 15.10pm Acorns staff collect primary learners from their class, secondary learners will independently walk to the Acorns setting. Learners sit on the carpet on arrival and a register is taken. Learners will be advised what activities/crafts are available for that session and what is available for the light tea. What learners choose to eat is recorded so parents/carers can be informed at collection.

Primary learners who are attending an enrichment club will be collected at the end of the club by a member of the Acorns staff. All learners who have attended an enrichment club will be provided with a light tea once they arrive at the Acorns setting.

If a child who is booked into wrap around care does not arrive at Acorns, the manager will check the school attendance system to see if they are absent. If they are not absent, they will contact the office to enquire if they were sent home ill after the register. If this is not the case, a member of the Acorns staff

will call the parents. If the parents are unable to explain the learner's absence from the club, the missing child policy will then be followed.

Once a parent/carer has collected their child, the time of leaving is noted on the register along with the collectors' signature.

### **Collection**

Parents/carers can call the advertised Acorns telephone number or ring the doorbell to announce their arrival and advise which learner they are collecting. A member of the team will then welcome them in to collect. Due to safeguarding reasons parents/carers are not permitted to move around the school or the Pavilion unless accompanied by a member of Wootton Park School. If a learner is to be collected by anyone other than the parent/carer Acorns staff must be notified in advance. A code word will be required to identify that the correct person is collecting. If the code word is not provided the learner will not be allowed into the persons' care. Parents/carers must notify the school if there will be a delay in collecting at the end of the evening session. If a parent/carer has not arrived by 18.00, or made contact with the school, Acorns staff will use the numbers listed on the school system to make contact. If this is unsuccessful and there has been no response by 18.30, the Acorns manager will contact the Vice Principal who may then decide to contact the police to ascertain if there have been any incidents which may have caused an issue, and to seek further advice.

### **Absence**

If a learner is unable to attend their Acorns session then the school office should be informed, and if possible the Acorns manager.

### **Times and Pricing**

Breakfast session - (7.30am – 8.45am) - £4.00 per session

Afternoon Session – (3.15pm – 6.00pm) - £10.00 per session

Fees should be paid in advance on receipt of invoice. Payment can be made by ParentPay, cash, cheque, or by childcare vouchers. If fees are paid persistently late, Acorns will be forced to terminate the reserved place. The fees include:

- Staffing
- Food
- Equipment
- Day-to-day running costs

It may be necessary to change fees from time to time however; parents/carers will be informed as to the reasons why such an increase is needed.

### **Booking**

The Acorns booking form must be completed, signed and returned to the Acorns Manager or the school office. Places are limited and are allocated on a first come first served basis.

### **Policies and Procedures**

Acorns wrap around care will follow the policies of Wootton Park School. Please refer to the following policies:

- Medicines Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Anti-bullying Policy

## **Holiday Club**

Wootton Park School also run a holiday club during school holidays with sessions that are as follows along with pricing.

Short day – 09.00 – 16.00 (£22.00)

Full day 07.45 – 18.00 (£28.00)

Holiday Club follows the same policies and regulations as the rest of Acorns and the same procedures are in place.

## **Behaviour**

Whilst attending Acorns, learners are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Value others opinions.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the sessions

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Consequences to inappropriate behaviour will be actioned within the Acorns facility. Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a learner continues to display inappropriate behaviour, the wrap around care Manager may decide to exclude the learner. The reasons and processes involved will be clearly explained to the learner and their parent/carer.

## **Health and Hygiene**

It is the responsibility of the wrap around care staff to clean work surfaces at the end of each session. They should also sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaner will mop and vacuum thoroughly at the end of each day.

## **Fire procedures**

Fire drills will be carried out and Acorns follows the same evacuation procedures of the school.

## **First aid**

- All accidents will be recorded using the school's accident forms, accurately reported to the parents/carer via a telephone call or a note home.
- Accident records will give details of; time, date and nature of the accident, details of the learner involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the session will be contacted immediately.

### **Medical Conditions**

- It is the parents/carers responsibility to inform the wrap around care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with wrap around care staff.

### **Insurance**

Insurance cover is provided by the school's Insurance Policy

### **Home Learning**

Children may wish to complete homework, spellings or reading in the wrap around care facility and tables are available for them to work at. However, the wrap around care staff are not responsible for helping children with their homework, but will assist if circumstances permit.

### **Complaints**

In the unlikely event of a parent/carer wishing to make a complaint, this should be made in the first instance to one of the wrap around care leaders. If a parent is still concerned, then the matter should be taken to the Vice Principal.

**Wootton Park School Number:** 01604 931139

**Acorns Contact Number:** 07841 024480

## Wrap Around Care Booking Form

Please complete this form to **request** before and after school care provision and return to [w.warringder@woottonparkschool.org.uk](mailto:w.warringder@woottonparkschool.org.uk). Places are currently limited and are awarded on a first come first served basis. Late applications will be subject to availability.

Name of Learner:		
Day(s) Required		
Please tick one of the options:	Termly	One off use
Date of Birth:		
Parent/ Carer Contact Number:		
Any Additional Medical Needs/Requirements:		
Food Intolerances/allergies:		

**Tick in the sessions you would like to book.**

	 <b>Acorns Breakfast Club</b> Opens at 7.30am EYFS learners are delivered to their class, other Primary learners join their class line in the playground at the start of the school day £4.00 per session This includes a light breakfast	<b>Acorns After School Club</b> Opens at 3.15pm - Closes at 6.00pm Primary learners will be collected from their classroom. Secondary Learners will make their own way. £10.00 per session This includes a light tea
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I enclose cash/cheque for the following amount: \_\_\_\_\_

Signed by the parent / carer: \_\_\_\_\_ Dated: \_\_\_\_\_



## Terms & Conditions

We agree to provide wrap around care to you (the parent or carer) on the terms and conditions set out below.

### **Bookings – Learners will not be admitted if they have not been booked in using this booking form.**

1. Applications for regular wrap around care provision must be made using an Acorns booking form
2. No binding contract is formed between us, the school and you, the parent/carer until we have notified you that we have agreed your booking.
3. All bookings are subject to availability and are filled on a first come, first served basis.
4. If we are unable to accommodate your booking because there are no available places or due to statutory staffing requirements you will be added to our waiting list.
5. A minimum of two working days' notice is required to register Acorns bookings. This is to ensure that adequate provision can be made.

### **Payment of fees**

1. Fees are payable **in advance** with your booking form for each half term period.
2. Payment can currently be made by cash, cheque, and childcare vouchers.
3. Your child cannot be offered a place until full payment for that half term has been received.
4. Fees will be reviewed annually. At least two months' notice will be given of any changes to fees.

### **Cancellation of contract**

1. We, the school, reserve the right to terminate a contract due to unpaid fees.

### **Term dates/opening hours**

1. Acorns sessions are only available during term times and will not be available on any day the school closes early or teacher training days.
2. Charges will not be applied on any day your child does not attend due to school closure, including all bank holidays.

### **Attendance**

1. Acorns staff must be notified as soon as possible if your child is unable to attend for any reason.
2. Refunds for non-attendance will only be given if 2 weeks' notice in writing is given for the absence.
3. We reserve the right to send a child home due to illness or any other reason if we consider it to be in the best interest of the child or other children.
4. You must drop off and collect your child at the agreed times. If you need an alternative person to collect your child, they must use the security password, failure to do this will mean your child will not be released into their care. Should this be necessary Acorns staff /school office must be advised prior to collection.
5. You must notify us if there will be a delay in collecting your child. In these circumstances a **£5** charge per **10 minutes** you are late will apply.

I have read the terms and conditions relating to Acorns wrap around care at Wootton Park School and agree to be bound by them.

Parent/Carer PRINT name: \_\_\_\_\_ Child's name: \_\_\_\_\_

**Security Password:** \_\_\_\_\_ **to be kept confidential.**

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

