

<b>Title</b>	Acorns Wrap Around Care Policy
<b>Year</b>	2017/2018
<b>Author</b>	Wendy Warringder
<b>Committee Responsible</b>	Teaching & Learning
<b>Governor Link</b>	
<b>Date approved by Full Governing Body</b>	January 2018
<b>Review Date</b>	September 2020

Wootton Park School is very proud to be able to offer ‘Acorns Wrap Around Care’ to all their learners. Acorns currently operates from Monday to Friday, term time only, excluding INSET days. During both the morning and afternoon sessions a light breakfast/ light tea will be provided. During both sessions, we use the facilities of the school as part of this provision.

### Morning Session

Our morning session runs from 07.30 – 08.45

### 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 8 learners.

## **Regular Routines**

Learners can arrive from 07.30. Parents/carers should ring the Acorns telephone number to announce their arrival. You will then be greeted by a member of the Acorns team who will lead your child down to the Acorns room. 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 08.30. Learners are free to choose what activities they wish to participate in during the morning session. At 08.45, primary phase learners will be taken to their classes by a member of staff. Secondary learners will line up in the school’s grounds before the bell rings, approximately 08.25.

At 15.15 Acorns staff collect primary learners from their class, secondary learners will independently walk to the Acorn setting. Learners sit on the carpet on arrival and a register is taken. The Acorns Manager will advise the learners what activities/crafts are available for that session. There is generally a need for two sittings of light tea, and the manager will instruct learners to wash their hands and take their place at the food table. What the learner eats is recorded so parents/carers can be informed at collection.

Learners who are attending an enrichment club will join Acorns after their club has finished. Primary phase learners will be escorted to Acorns by the club leader. 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 class teacher/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.

### **Collection**

Parents/carers should call the advertised Acorns telephone number to announce their arrival, and which learner they are collecting. A member of the team will either bring the child to the main office, or escort the parent/carer to Acorns depending on the request. Due to safeguarding reasons parents/carers are not permitted to move around the school unless accompanied by a member of Wootton Park School. If a learner is to be collected by anyone other than the parent/carer Acorns must be notified in advance. A code word will be required to identify that the correct person is collecting. 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 we have had no response by 18.30, the Acorns manager will contact the Vice Principal and then 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. Refunds for non-attendance will only be given if two weeks notice is given for the absence.

### **Times and Pricing**

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

Afternoon Session – (3.15pm – 6.00pm) - £8.00 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

## **Behaviour**

Whilst attending Acorns, learners are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- 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.

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 Leader 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 in the school accident book, 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 parent/carer 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:** 07759988056

## Wrap Around Care Booking Form

Please complete this form to request before and after school care provision. Forms should be returned to [info@woottonparkschool.org.uk](mailto:info@woottonparkschool.org.uk).

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 Needs/Requirements:		
Food Intolerances/allergies:		

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

	<p style="text-align: center;"><b>Acorns Breakfast Club</b></p> <p style="text-align: center;">Opens at 7.30am</p> <p style="text-align: center;">We will deliver your child to their class at the start of the school day</p> <p style="text-align: center;"><b>£4.00 per session</b></p> <p style="text-align: center;">This includes a light breakfast</p>	<p style="text-align: center;"><b>Acorns After School Club</b></p> <p style="text-align: center;">Opens at 3.15pm - Closes at 6.00pm</p> <p style="text-align: center;">We will collect your child from their classroom</p> <p style="text-align: center;"><b>£8.00 per session</b></p> <p style="text-align: center;">This includes a light tea</p>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		



*'From Little Acorns....Great Oaks Grow'*

## **Terms & Conditions**

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

### **Bookings**

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 only be made by cash or cheque. Parent Pay and childcare vouchers will come on-line at a later date.
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 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.
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: \_\_\_\_\_ Learners name: \_\_\_\_\_

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