



# Longlands Primary School

## *Wraparound Care Provision Terms and Conditions*

*Our wraparound care provision for a child before and after school hours. It is not an open-access service and children must be registered in accordance with these Terms and Conditions in order to attend our Breakfast Club (BC) and After School Club (ASC)*

*These Terms and Conditions are effective from December 2022*



Parents and Carers wishing to use the clubs are asked to carefully read this information and terms and conditions. Parents who are intending to use the service for the first time must sign the **declaration** and return to the school prior to a booking being made. Terms and conditions are reviewed on a termly basis. If any changes to terms and conditions occur prior to the termly review, parents and carers will be notified of these in writing.

### **1. The Clubs**

Our Breakfast and After School Clubs are run by Longlands Primary School staff who also have roles in school during the day. In this way we are able to offer consistency and continuity of provision as the staff and children know each other well and share the same core values as are enjoyed during the school day.

A schedule of activities are planned for the clubs. Children can join in with the planned activities or take time to read or do their home learning. The clubs aim to be flexible and reasonably priced. Children have a choice of breakfasts, snacks and tea.

**Our Before and After School Clubs are a popular facility, therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for.**

*Longlands Primary School is committed to safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.*

### **Aims**

- To provide childcare before and after school.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast a light tea served in a relaxed and supervised environment.
- To promote healthy eating by providing a nutritious breakfast and healthy snack.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To support our parents in offering a simple childcare solution.



## **2. Staff**

All our staff are DBS checked and there is a First Aid Trained member of staff on duty in every club. Staff have completed food hygiene training.

**Staff Team:** Mrs Foster & Mrs Needham

### **1. Breakfast and After School Club Emergency Contact**

The direct dial number for the above is: 02083002368 (listen to the options and then dial extension 1010)

This number is only available from 7.30am - 8.15am and 4:00pm - 6.00pm.

For enquiries during the school day please contact the school office. 020 8300 2368 option 0.

## **2. Opening Hours**

The clubs are currently held in the studio. The Breakfast Club is open from 7.30am. The After School Club closes at 6:00pm, however pickup can be at any time prior to 6.00pm. There may be exceptional days throughout the year when the Breakfast and After School Club may not be open, have different opening and closing times or a change of venue within school. Parents and carers will be notified of these as soon as possible.

### **3. Arrival and Departure for Breakfast Club**

For parents using the Breakfast Club, we ask that you walk your child into the club, sign them in and confirm with the staff member whether or not your child is having breakfast. Please do not allow your children to come into Breakfast Club without an adult.

### **4. Arrival and Departure at the After School Club**

Each day teachers are given a list of children who are attending ASC that day. EYFS & KS1 children will be escorted to classes at the end of breakfast club by club staff. At the end of the school day, EYFS & KS1 children will be escorted to ASC by a member of staff. KS2 children will be dismissed by their teacher to make their way to the studio, where the After School Club member of staff will be waiting for them. The register will be taken at 3.30pm. When collecting their child, Parents and Carers will be expected to sign their child out.

If a child attends an extra-curricular club in school, they will be brought to the ASC when the club finishes.

## **5. Parental/Carer Involvement**

The Wraparound Care Provision's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The staff are always happy to discuss any parental concerns. It will be the aim to resolve any concerns quickly by the club staff. A copy of the school's complaint policy can be found on the website.



## 6. Contact Details

Parents and Carers must fill out a **Registration Form and complete the T's & C's declaration** prior to their child's first session at either of the clubs. This form allows us to gain important information about your child's contact details, health and wellbeing. Links to both forms are available at the end of this document and also under the Wraparound Care section on our website.

Information about your child's details is held securely in the studio. Only the authorised staff will have access to these details.

## 7. Payment

**BREAKFAST CLUB**

The current fees are: £5.50 per session

**AFTER SCHOOL CLUB**

The current fees are: £12

## 8. Booking System

**Bookings for both the Breakfast Club and After School Club must be made a month in advance.**

The school office will notify parents when sessions for the next calendar month is available to book. Parents who book and pay via the Iris Parentmail app will be able to do so. Parents who pay via childcare vouchers will have one week, from the date of our email to send their preferred sessions to [admin@longlands.bexley.sch.uk](mailto:admin@longlands.bexley.sch.uk). Once allocations have been booked, payment via your preferred childcare voucher provider must be made within 1 week or the booking will be cancelled.

Please note there is a limit on the number of places in both clubs. Priority will be given to regular users for each particular day.

In cases of emergency only, we may be able to accept adhoc bookings should space be available. Please call the school office number on 020 8300 2368 followed up with an email of your request to [admin@longlands.bexley.sch.uk](mailto:admin@longlands.bexley.sch.uk). For a first booking, please complete the registration forms with all contact details, which are available on our website. Payment should be made within the published timeframes and prior to the first day of attendance on the Iris Parentmail app or via childcare vouchers. Parents utilising the government's childcare voucher scheme can continue to use this method of payment however, it should be within the published timeframes.

Once a booking is made cancellations or changes are non-refundable and the charge will still be incurred, **unless in exceptional circumstances.**

**To ensure our children's safety, all pupils on our daily attendance register will be brought to After School Club before their class is dismissed regardless of whether the child believes there is a change to arrangements. In this case parents will be asked to make their way around to the club to collect their child.**

**We cannot accept children in our clubs without a booking.**



### **9. Late Collection**

Please notify the After School Club by calling 02083002368 (listen to options and dial extension 1010) if you are unable to pick up your child on time. If a child booked in is collected late, **there will be £5 charge for the first (or part of) 15 minutes. A further charge of £5 for every 5 minutes will be charged after 6.15pm.** Please be aware staff are only employed until 6:00 pm. **Further bookings may be at risk of cancellation for non-payment of late collection fees.**

### **10. Security**

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.35am and 4:00pm. After 4:00pm parents can also ring directly through to the After School Club direct dial number. We will not allow any child to depart from the club unless we have been given explicit instructions from parents & carers. Adults collecting any child/children must present themselves to a member of staff, they must sign their children out and write down the time of departure.

### **11. Cancellations and Sickness**

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked After School Club session, credit will be carried over on your child's account. **It is not possible to provide any refunds.** If a child is showing signs of being unwell whilst they are in the After School Club, staff will notify the Parent or Carer and ask them to collect their child. If a child needs to be collected early, the full-booked session will be charged for. **We are unable to cancel sessions for anything other than sickness once booked and the charge will still apply.**

Staff at the club cannot administer any form of medication other than asthma inhalers and epipens.

### **12. Accidents and First Aid**

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.

### **13. Absences**

If your child is absent from school due to sickness and has been booked into BC or ASC, it is the parents responsibility to make the office aware that your child will not be attending the club. The charge will be removed and your child will have a credit for future use in the club. **If the session is not cancelled you will be charged and so please ensure you mention any booked sessions when reporting your child's absence**



#### **14. Valuables**

We ask that children keep special items of interest to them i.e. toys and books in their school bags when they are attending the club. Inside the After School Club room we have a large range of toys and books and sometimes personal items can get lost within these.

#### **15. Behaviour**

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. We use the school's core values to underpin our behaviour policy. The Breakfast and After School Club will implement the same approaches to behaviour that are used within the main school.

#### **16. Refreshments**

The clubs are nut free. Breakfast and light teas are available daily. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times.

#### **17. Parental Conduct**

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use our clubs.

#### **18. School Agreement**

We agree to:

- Not allow any child to leave the A.S.C with anyone other than the Parent or Carer unless the school has been informed.
- Notify Parents and Carers if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration form to arrange collection of your child.
- When notified by parents, we will credit an account if a child is absent due to being unwell that day, **provided we have been notified of the booked session when the child is reported as absent.**
- Use the school's behaviour policy.
- Ensure that all children are supervised at all times during club opening hours.



### **19. Pupil Agreement:**

*Pupil's attending the clubs must agree to:*

- *Demonstrate the school's core values at all times following our rules; Be ready, Be respectful, Be safe.*
- *Tell an adult if they have a worry or concern.*

### **20. Parent/Carer/Pupil Feedback**

*Longlands Primary School values the opinions of its pupils and parents. Systems will be in place, and communicated to Parents, Carers and pupils, to facilitate feedback.*

### **21. Fire Procedure**

*In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate in the playground and a register will be taken.*

## **SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS**

### **Booking**

- *Submitted booking forms need to be accurate and fully completed.*
- *Incomplete forms will not be processed and we will contact you for further information*
- *There are limited spaces available which are allocated on a regular user basis.*
- *Monthly block bookings should be made in advance.*
- *Correct payment must be received for a booking to be processed.*
- *Bookings received without payment within one week will not be processed.*
- *Children will not be accepted at Clubs without advanced booking/sign declaration and completed.*
- *No money should be handed to the staff at the club.*

*Non-payment of fees may affect future bookings for either club.*

### **Changes to Bookings**

*Cancellations/changes are non-refundable, and a credit will not be carried over unless it is illness related (to the child).*

*Cancellations due to a child's absence will not be charged providing that when the absence is reported it clearly states that the child was due to attend a session that day.*



### **Use of Clubs**

Parents and carers **must** accompany their child into the Breakfast Club and sign them in with the correct time.

Children cannot arrive at the Breakfast Club any earlier than 7.30am. Staff may be present but this to allow adequate time for setting up prior to the club opening.

Children must not arrive at Breakfast Club without a booking.

On collection from the ASC parents need to accurately record the time of departure.

There will be a set charge for late collection as outlined in section 7.

The ASC must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.

Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff

The Breakfast Club and After School Club are part of Longlands Primary School and are governed by the school's governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

Parents should note that we reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.

All parents must complete the declaration in the link below before any booking is made.

[Wraparound Care T's & C's Declaration](#)

[Wraparound Care Registration Form](#)