



Wraparound Provision Policy

God made us all unique

To learn, live and grow
To show care, concern and friendship

To be the best we can
Showing Christ's love in all we do.



Introduction

St Cuthbert's provide wraparound care for children who attend St Cuthbert's Catholic Primary School. We provide high quality and affordable out of school hours provision for our school families. It provides a range of stimulating and creative activities in a safe and caring environment. St Cuthbert's is delivered by fully-qualified teaching support staff who work at St Cuthbert's. This supports our ethos where school shows care, concern and friendship, showing Christ's love in all that we do.

The provision operates from **8.00 – 8.30 am** and from **3.15 - 6.00pm Monday – Thursday and 3.15-5.30pm Friday** term time. This can be subject to change depending on how many children require the service on any one day. Where there is limited uptake, school will liaise with families to organise appropriate days/times for the service. More information about this provision is on the school website under the parents' tab, 'wraparound provision'. A copy of this policy is also available on the website under the same tab.

St Cuthbert's have not set a 'capacity' limit for this provision as we believe in trying to meet the needs of our school community. This means that we will make provision for the number of bookings on each day and why we set a 'cut off' time so school can plan effectively for the provision in terms of staff:pupil ratios and snacks. This is a non-profit provision and managed by the school rather than an outside agency.

We welcome all children whose families need the provision and will strive to support any medical, mobility and behavioural needs. Information about wraparound provision is shared each term with parents and guardians so **all families must book the sessions they require in advance using school's monthly booking form**. If provision is required for after school care on a day that has not been selected on the booking form, families must **ring the school office before 9.30 am** to discuss and arrange this.

Admissions

- Only children attending St Cuthbert's Catholic Primary School (Reception – Y6) are eligible to attend wraparound provision.
- All places must be agreed and booked in advance.
- The registration process must be completed prior to the child's commencement at the After-School Club. This is not applicable for Breakfast Club as this operates as a 'drop in' service.
- All information is shared with the staff who provide wraparound care.

Arrival and Departure

Breakfast Club (8.00 – 8.30am)

- Parents and guardians are required to bring their child/children to the side entrance next to nursery and sign them in using the sign in sheet.
- Any Y5 or Y6 pupils who arrive at school without an adult are unsupervised until Breakfast Club opens at 8am. St Cuthbert's are not responsible for the welfare of any pupil unsupervised by an adult before this time.
- Children will receive breakfast (bagels, toast, fruit) and access to calming activities to support the start of their school day. Breakfast is provided to pupils who arrive in the provision no later than 8.30am. School staff will escort pupils to their class at 8.30 am.



After School Provision (3.15 – 6.00pm Monday- Thursday and 5.30pm on a Friday)

- The school office provides a list of all pupils booked into after school provision with staff on a daily basis.
- All class teachers will ensure pupils named on the daily list are escorted to the hall for After School Club. The lead person for ASC will be in the hall from 3.15pm to welcome and register the children.
- Wraparound staff will complete a register of all children attending and will liaise with the class teacher and school office to determine why a child is not attending the provision.
- Families must collect their child/children from the side door next to nursery.

- If parents/guardians are regularly collecting their child/children between 6-6.15pm, school will need to discuss access to this provision.

Behaviour

Whilst attending St Cuthbert's wraparound provision, children are expected to follow our golden rules. These are:



- To treat everyone with respect.
- To feel safe and support everyone to feel safe.
- To share with a trusted adult any worries that you have so staff can support resolve any concerns.

Any behaviour that is causing concern for staff and /or other pupils will be shared with the Senior Leadership Team and discussed with the parents/guardians. Persistent negative behaviour that does not adhere to school's golden rules could result in not being able to access the provision. This would be discussed and agreed with a member of the senior leadership team.



First Aid

Keeping children safe is St Cuthbert's priority, but as children explore, play and develop their imagination accidents can occur. In the event that your child/children are injured, staff will follow St Cuthbert's First Aid Policy.

- All accidents are recorded using the school's first aid recording system and shared with the parent/guardian on collection.
- All incidents are supported by a qualified first aider.
- If a child receives a bump to the head, a head injury letter will be given at collection time.
- If school are concerned about the presentation/well-being of a child at any point, parents will be contacted ASAP.
- If your child/children become unwell during their designated wraparound provision, parents and guardians will be contacted as per school's first aid policy.

Payment of Fees



When parents and guardians book their child/children into wraparound provision, **payment is made in advance for that week** using the online payment system. If families would prefer to pay in advance for the month, this can be made through the online payment system. If families contact school before 9.30am and request wraparound provision for that afternoon, **payment must be made by the end of that week**. School welcome payment using the voucher scheme through employers. If you would like more information regarding school's online payment system or fees, please contact the school office on **0191 2860129**.

St Cuthbert's offer a sibling discount of £1 for sessions.

If payments are not made for wraparound provision, school will discuss with parents/guardians whether further provision can take place until the outstanding fees are paid.

If parents/guardians are concerned with fees and payments and would like to discuss this in more detail, please contact the school office to arrange an appointment with a member of the senior leadership team.

All bookings made for wraparound provision 'stand' and parents/guardians will be required to pay for the booked sessions. This includes unexpected times where the pre-booked provision is not required. This is because staff have to plan for staff to provide the provision, purchase food items for the number of children who are expected in the provision that day. We kindly ask families to let school know as soon as possible if they do not require after school provision. **School requires 48 hours notice to cancel or re-schedule a booking.**

Related School Policies

- Safeguarding
- Health & Safety
- First Aid

Contacts

- St Cuthbert's Catholic Primary School 0191 2860129
- [St Cuthbert's Catholic Primary School - Wraparound Care - Breakfast and After School Club \(stcuthbertsk.org\)](http://stcuthbertsk.org)
- office@stcuthbertsk.org

