



Great Moor Infant School Wraparound

Policy

Aims:

Our aim at Great Moor Infants is to work in partnership with parents and families, making these first years in education very successful. We place high emphasis on achieving this through close home/school links and fostering a caring and secure environment in which all children can prosper.

Our Wraparound care offer refers to childcare that wraps around the conventional school day, before and after school. Sessions take place on-site in the school hall.

We look forward to providing a warm, welcoming and fun experience for our children in a familiar environment.

We are fortunate that the manager of the club, Mrs Karen Worrall works at school during the day and knows our children, parents and members of the community well.

Other staff members are also members of the school staff. Again this provides continuity of care for the children attending Great Moor Wraparound.

Opening Times and Fees (from January 2024):

Term Time – Monday to Friday

Please note that Great Moor Wraparound is not open in school holidays.

Session	Times	Cost
Morning	7.30am – 9.00am	£6
Afternoon	3.10pm – 6.00pm	£11

Making Bookings:

The club is available to book via ParentPay. ParentPay logins are issued to families when their child starts at Great Moor Infant School.

Children in Reception may attend the club, but when they are just starting school, we recommend that it may be better for the children not to use the Wraparound until they have settled in well and are completing full days.

Booking your child into Great Moor Wraparound will be considered as acceptance of these terms.

- Bookings are subject to availability and must be made via the Clubs module on ParentPay.
- Bookings close 7 days before the start of each session.
- Payment must be made at the time of booking. ParentPay accepts card payments and bank transfer.
- If pre-payment is not made, your child's place will not be guaranteed.

- We also accept childcare vouchers and the Government Tax Free Childcare Scheme. Please see below for details.
- No refunds will be issued if your child does not attend a booked session for any reason including sickness.
- Please tell us if your child will not be attending a booked session via wraparound@greatmoor-inf.stockport.sch.uk or 0161 483 0242.
- There is a penalty charge, per child, of £2.00 for every 5 minutes after 6pm.

Childcare Vouchers and Tax Free Childcare:

We are very happy to receive these vouchers to pay for Wraparound fees. We have noticed that voucher and Tax Free Childcare payments can take a while to be processed therefore please send payments at least a week before you wish to book so that we can credit your ParentPay account. Please advise Karen Worrall on wraparound@greatmoor-inf.stockport.sch.uk how you would like to split these funds i.e. between siblings and am/pm. Please also provide your payment reference.

We are registered with:

Kids Unlimited	Computershare	Edenred Services
Sodexo	Fideliti	Kiddivouchers
Government Tax Free Childcare		

If you use a different voucher provider please let us know so that we can register with them.

Safeguarding Children:

All staff employed to run and manage the club are employed by the school and have full DBS clearance. Along with the other Safeguarding Leads within school, Karen Worrall is the Designated Safeguarding Lead for Great Moor Wraparound. Safeguarding procedures are in place in accordance with the school’s policies. We adhere to the school photo consent policy.

Child Protection:

No mobile phone usage on the premises. It is the duty of Great Moor Wraparound staff to refer their concerns to Social Care if they have any cause to suspect that a child is at risk, or is being abused. In some circumstances staff may make a referral to Social Care without a parent/carer’s knowledge or consent depending on circumstances.

Drop Off at school/Collection from school:

Infant school children will be taken to their class for morning registration and collected from their class by Wraparound staff in the afternoon.

Children should be signed in and out of the club. For the morning session child(ren) must be signed in at the start of the session. For the afternoon session child(ren) must be signed out at the end of the session by a parent/carer or other authorised adult.

The Club Manager must be informed if any other adult is collecting your child. Please email any changes to wraparound@greatmoor-inf.stockport.sch.uk

On arrival at Wraparound, please buzz at the gate and door where a member of the office team will allow entry. Please make your way to the hall, closing the safety gate when arriving and when leaving.

Please note that parking on the zigzag lines is illegal between 8.00am and 5.00pm for all vehicles except emergency vehicles. For the safety of all pupils we ask parents/carers to respect this.

Do not arrive before 7.30am.

Behaviour:

Our school rules are: **be safe, be kind and follow instructions.**

If a child repeatedly has challenging behaviour, hurts other children or refuses to do what staff ask, there will be a probationary period where behaviour will be monitored. If there are repeated incidents this could lead to permanent exclusion from Wraparound as we have a duty to keep all pupils safe.

Equal Opportunities and Inclusion:

Wraparound is available to Great Moor Infant School children aged from reception to year 2. Reasonable adjustments are made, when possible, to support participation. Children are individuals with their own personal needs and requirements. Staff encourage all to participate in activities, taking into account the children's preferences and abilities. We are here to provide a safe and caring environment for before and after school care.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with our SENDco and Headteacher if applicable.
- The staffing levels can support the needs of the child.

Medicines:

Wraparound can only administer prescribed medicines in their original named and labelled containers. Parents/Carers must fill out a medicine form before any medicine is administered in line with the school medicine policy.

Accident and Illness:

Parents/carers of a child falling ill or having an accident will be notified. Treatment will be given by a first aid trained member of staff. Children must not be brought to the club if unwell. Sickness and diarrhoea has a 48 hour exclusion period from the last bout for both school and wraparound. Please ensure that the club staff are informed of any change in emergency contact numbers.

Toast/Snacks:

We do provide toast up to 8.15am however Great Moor Wraparound is not a breakfast club and this should not replace a healthy breakfast at home.

Snacks will be provided by the club at approximately 3.30pm. A range of assorted cold foods and drinks are available. Children do not have to have a snack if they choose not to. Due to allergies,

snacks from home are not permitted.

Comments and Grievances:

If you have any comments or grievances, please do not hesitate to speak to the Great Moor Wraparound Manager, Karen Worrall, in the first instance or email wraparound@greatmoor-inf.stockport.sch.uk .

The school complaints policy is available on the school website.