

Heath Hayes Academy



Wrap Around Care Policy

January 2023

Audience:	
Policy reviewed and updated:	January 2023
Next review date:	January 2025
Person responsible:	WAC Manager
Approved by:	Headteacher
Version number:	2



Leadership

Finding the leader in all of us.



Inclusion

Realising the greatness in our difference.



Learning

Creating exceptional opportunities for learning.



Enjoyment

Loving what we do.



Inspiration

Feeling the power of the possible.



Integrity

Being courageously true to our purpose.



Responsibility

Unwavering commitment to seeing things through.

Welcome to Wraparound Care

Heath Hayes Academy believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence. Our provision is offered for those pupils on roll at Heath Hayes Academy, subject to a maximum number of places, and both the breakfast club and the after-school provision are located on the school site in a dedicated room with its own access for early morning drop-off and early evening collection. It is our aim to replicate the types of activities children might usually choose to do at home after school, as well as support in reading and school-based games/activities.

Wrap around care consists of 'Breakfast Club', which is open from 7.30am – 8.35am and 'After School club', which runs from 15:15 to 18:00. Wraparound Care operates from the school hall and is term time only. When the weather accommodates it, children will have access to all site facilities. Our staffing ratios adhere to the NSPCC guidelines for childcare.

Fees/Charges	
Breakfast Club x 1 day	£3.00
After School Club (15:15 - 16:15)	£4.00
After School Club (15:15 - 17:15)	£8.00
After School Club (15:15 - 18:00)	£9.00 (Including a light snack)
On the day booking charge/After Wednesday cut off/Late collection from school at the end of the day after 15:15	£2.50
Late pick up fee <small>*Late collection after the paid session*</small>	£5.00 per 15 minutes
Wrap around care can be contacted on: 07749001790	

Fees & bookings

Booking of the provision is purely the parent/carer's responsibility. Wrap around fees are paid through Parentpay and must be paid in advance only. The fees will be reviewed termly. All bookings must be made by **Wednesday** of the previous week.

Late collection

You must ensure you collect your child by the end time of the session you have booked, eg. 1 hour session resulting in collection by 4.15pm. After School Club closes at 6pm, there is no facility for this time to be extended. If you are running late then we do expect a phone call on **07749 204197**. For every 15 minutes that you are late, we will charge £5.00 per child. This charge will need to be paid within 24 hours of you collecting your child via Parentpay. If this is not paid, this may affect any future bookings.

If you collect your child late more than three times, it will result in a review of your child's place in Wrap around Care. In the event that your child has not been collected by 6.15pm and we are unable to contact you, our safeguarding procedures will be followed. A copy of our Safeguarding Policy is available on our website.

Policies and Procedures

The policies of Heath Hayes Academy as a whole are applicable to Wrap around Care. A copy of all policies are available on our website, www.heathhayesacademy.co.uk.

Breakfast Club

Breakfast club is open from 7.30am – 8.35am. Please note that the breakfast trolley is packed away at 8.20am, please ensure you arrive before this time if you wish for your child to have breakfast at school. Food that is available includes: cereals, toast, fruit, milk and water.

If your child has already eaten at home and you do not wish your child to have breakfast, please inform a member of the staff. Please ensure that any food allergies or dietary requirements are communicated to staff also.

Your child must always be accompanied to the door by an adult and signed in on the register by the accompanying adult.

Illness

Please ensure that you inform a member of staff if you suspect your child may be unwell. Should they become unwell during their session, it may be necessary for you to collect them before the end of the session.

Social, Emotional Well-being Policy

Wrap Around Care (WAC) adheres to all school policies, following the Social, Emotional Well-Being Policy to support behaviour and conduct. Should there be any concerns of behaviour which does not follow the school expectations on a number of occasions, the Inclusion & DSL will review your child's place in the provision.

Cancellation of bookings

Any cancellation on the day due to change of circumstances will be charged at the full rate, which would have been paid in advance. No refunds will be given however, a credit may be placed on your child's Parentpay account, at the discretion of the Wraparound Care Manager. In the event of illness, a credit will be applied to your child's Parentpay account.

Emergency bookings

Bookings on the day are for emergencies only and should be a last resort option. Please see above for additional charges.

Parental expectation

It's our aim to provide a welcoming, safe and affordable childcare provision to parents and carers. We expect parents to be on time collecting their children, supportive towards school and its staff and to ensure appropriate language/behaviour is used in and around the school grounds. Verbal and physical abuse of staff will not be tolerated under any circumstances.

WAC Contacts

WAC Staffing Line Manager - Mrs Bate

WAC Booking - Mrs P Johnson office@heathhayesacademy.co.uk

Authorisation for emergencies, please call the school office to ensure we can pick up your request 01543 273690