

**Clubs@Torridon**

**Wraparound Care Policy**

**2024-2025**

We want to support parents and carers who are working and studying as much as we can through a strong childcare offer. We offer wraparound childcare during term time in the form of Breakfast Club, After School Club and Enrichment Clubs. Torridon Breakfast Club and After School Club are run by Torridon Primary School and exist to provide high quality childcare for our parents and carers beyond the school day.

We aim to provide a welcoming, safe and affordable childcare facility for Torridon children from Reception to Year 6 before and after core school hours.

The wraparound care runs from 7.45am – 8.55am in the morning and from 3.15pm – 6.00pm in the afternoon, Monday to Friday during term time. Enrichment clubs run from until 4.30pm with the exception of home learning clubs which finish at 4.00pm.

**Admissions**

Parents and carers must complete a Wraparound Care Parental Agreement Form prior to admission. Forms are available from the school office.

Places will be confirmed by email and parents and carers will be provided with copies of relevant documents (e.g. policy documents).

Places are only available for children who attend Torridon Primary School and are subject to availability.

When a child’s place is confirmed, parents and carers will receive a copy of this policy and will need to sign and return the Parental Agreement to adhere to the terms of this policy.

**Booking places**

Currently, places can be booked by completing an application form (available from the school office). We hope to move towards an online booking system in the near future.

Parents requiring ad hoc places are welcome to use the Wraparound Care service, provided there are spaces and parents and carers have signed a Parental Agreement Form. Please contact the admin team if you wish to request a place at short notice.

**Payments**

The wraparound care fees cover the cost of staffing, a healthy breakfast or afternoon snack, equipment and day to day running costs. Payments should be made via ParentPay or one of the childcare voucher schemes.

When a payment is made via childcare vouchers, a reference of the child’s name and purpose should be added. Childcare voucher refunds are not allowable under HMRC guidelines, so transfers should be actioned wisely. Parents and carers should send a confirmation email of the payment to the school office clubs@torridonprimary.lewisham.sch.uk Please allow 10 working days for the school to receive the payment into our school bank account and for us to manually adjust your ParentPay account.

It may be necessary to change fees from time to time, however parents and carers will always be given at least one month’s notice of any changes.

**Payment must be made at least two weeks prior to your child’s attendance at the provision**. You may choose to prepay pay termly, half termly, monthly or fortnightly. If fees are not paid on time, this may result in the loss of the childcare place.

**Cancellations**

You can cancel a session by letting us know via email at least 48 hours in advance. You will not be charged for this session as long as the agreed notice period has been adhered to.

Sessions cancelled with less than 48 hours’ notice will still be charged unless:

* your child is unwell and the school is notified before 10.00am on the morning of their absence.
* your child becomes unwell during the school day and is sent home by school staff.
* you provide 48 hours’ notice of the need to cancel a pre-booked session.

In the event of a closure, the school will contact parents and carers. School closure could be due to adverse weather conditions or problems with the school building e.g. no heating or hot water supplies. In exceptional cases such as this, a refund will be given.

If you no longer wish for your child to attend Breakfast Club or After School Club, you need to inform us in writing at least 4 weeks before terminating your child’s place.

**Pricing**

Current costs for each session can be obtained from the school office (tel: 0208 6972762 or email clubs@torridonprimary.lewisham.sch.uk. From September 2024, the cost is £5.00 per session for Breakfast Club and £17.00 per session for After School Club\*

\*Reduced rates are available for children eligible for Pupil Premium Funding.

**Staffing**

Members of staff on duty will have appropriate qualifications in first aid and Food Hygiene. Clubs will be staffed according to statutory staffing ratios to meet all requirements regarding care for children as set out in statutory guidelines.

**Arrival to and Departure from Wraparound Care**

Breakfast Club: The club will run from 7.45am to 8.55am. Breakfast will be available until 8.30am which will be the latest admittance time. Access to the club will be via the main office.

After School Club: KS1 children will be collected from the class teacher at 3.15pm. KS2 children will be directed to go immediately to the dining hall at 3.15pm.

Children who attend enrichment clubs will be escorted to wraparound care by a member of staff when their activity is over (usually at 4.30pm). The full after school club fee still applies when joining the setting later.

All children must be collected **promptly at 6.00pm** by the nominated parent or carer. Access to the club will be via the KS2 Gate on Hazelbank Road. If there is a change to the nominated collection person, the school office should be notified before 3.15pm on 0208 697272.

**Late Collection Charges**

Children must be collected **promptly by 6.00pm** by the nominated parent or carer.

If, due to unforeseen circumstances, a parent or carer will be late, the club staff must be contacted as soon as possible and, if unable to arrive before 6.30pm, it is expected that arrangements will be made for another authorised person to collect the child.

A late charge of £10.00 for each additional 5-minute period will apply in the event that a child is not collected by 6.00pm.

In the event of a child not being collected by 6.30pm, and if the club has been unable to reach the parent or carer or any of the emergency contacts, we will have no option but to call the Local Authority.

We reserve the right to withdraw the after-school club offer to parents and carers who repeatedly arrive late.

**Policies**

Torridon Primary School’s policies for Child Protection and Safeguarding, Behaviour and Complaints apply to Torridon Wraparound Care. Inappropriate behaviour may lead to fixed term suspension or permanent exclusion from the club(s). In keeping with the school’s Child Protection and Safeguarding Policy, information regarding children in Wraparound Care is confidential. If there are child protection concerns, staff have a legal duty to share information with the school’s Designated Safeguarding Lead and. If appropriate, with agencies such as the police, social care and healthcare professionals.

We should be acting as role models for our children at all times. This means using appropriate language and behaviour towards all members of the school community and speaking to members of staff in a polite and respectful manner. Aggressive or abusive behaviour towards staff is not acceptable and will not be tolerated.

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**Parental Agreement Form**

* I have read and accept a copy of the Torridon Primary School Wraparound Care Policy and agree to abide by the contents therein
* I accept that all sessions need to be booked two weeks before attendance and paid for in advance.
* I accept that sessions will still be charged if cancelled with less than 48 hours' notice.
* The sessions in this contract are 7.45 am to 8.55 am and/or 3.15 pm to 6.00 pm.
* I accept that should my child's behaviour be unacceptable during the sessions the offer of the Wraparound Care service may be withdrawn.

Name of Child/ren: ………………………………

Class /es: …………………………….

Print Name: ………………………..

Signed: ……………………….

Date: ……………………