



# SOLIHULL

## Wraparound Care Club Policy

**Owner:** Senior Deputy Head of the Solihull Preparatory School  
**Reviewer:** Wraparound Care Club Manager  
**Last Reviewed:** July 2023

Version 5

## **Our Core Aims:**

- To provide affordable childcare for parents/carers
- To provide a welcoming, safe and secure environment for children before and after school in Wraparound Care Club

## **Introduction**

Solihull Preparatory School Wraparound Care Club exists to provide high quality out-of-school hours childcare for our parents / carers. The children have the opportunity to extend their day within the school buildings and to join in a variety of activities on offer to enhance the curriculum and interests of the children.

Wraparound Care Club operates term time only (excluding Inset days) from:

- 07.30am to the start of the school day
- End of the school day to 6pm

Current costs for each session are included in Appendix A of this policy. They are also provided in the Wraparound Care Club Leaflet and in the Wraparound Care Club Fees information sheet, copies of which are available in the Preparatory School section of the Solihull School website ([www.solsch.org.uk](http://www.solsch.org.uk)). Copies are also on display in the provision. A copy of this policy is available on the Solihull School website. All parents must complete the link to the Child Collection Authorisation Form (available in the Preparatory School section of the Solihull School website), provide a collection safe word and confirm if they wish their child to undertake written homework in the provision.

## **Admissions / Booking Places**

- Only children attending Solihull Preparatory School are eligible to attend Wraparound Care Club sessions.
- All places are subject to availability.
- Sessions must be booked via the child's School Portal Account, SOCS, co-curricular and sport, at least ten days in advance of the required session.
- Parents requiring ad hoc places are welcome to use the Wraparound Care Club service provided there are spaces available. These places will be at an increased cost as outlined in the Wraparound Care Club Fees information sheet available via the Preparatory School section of the Solihull School website and in Appendix A of this policy.
- Children's attendance is recorded in the SOCS register for Wraparound Care Club daily and via the daily sign out sheet.

## **Pricing Policy**

- Wraparound Care Club is non-profit making and the fees charged cover the cost of staffing, equipment, day to day running costs and reinvestment in the school provision.
- It may be necessary to change fees from time to time, however parents / carers will always be given at least a half terms' notice of this.
- Fees are detailed in the Wraparound Care Club Leaflet and Wraparound Care Club Fees information sheet available via the Solihull School website and outlined in Appendix A of this policy.

- Fees will be invoiced termly in arrears.
- Childcare vouchers and tax-free childcare will be accepted as a form of payment for those who are eligible to use them.
- Fees cannot be refunded, or sessions transferred due to non-attendance of your child unless a minimum of ten days' notice is given.

## **Arrivals and Departures**

### **Breakfast Club**

- Parents / carers are responsible for dropping off their children for Breakfast Club (pupils will not be accepted without an adult).
- All children will be based in the Refectory for Breakfast Club.
- At the end of the session, EYFS and Infant aged children will be taken to Alice House and Junior aged children will be directed to their classroom.
- Any information / handover to the class teacher will take place at this time.

### **After School Club**

- If a child who is booked into Wraparound Care Club and attends school but is going to be absent from a session, parents must email [wraparound@solsch.org.uk](mailto:wraparound@solsch.org.uk) or call the school office to inform them that they will not be attending.
- Children in Alice House will be escorted to Wraparound Care Club by a member of staff at the end of the school day. J1 and J2 children will be collected from the Junior School Hall by a member of the Wraparound Care Club team, whilst J3 and J4 children will make their own way to the Refectory at the end of the school day or be escorted following a co-curricular club.
- Any information / handover to the Wraparound Care Club team will take place at this time with staff contacting Wraparound Care Club with any information.
- If a child is not collected 10 minutes after the designated finishing time for the end of the day or the end of a co-curricular club (and the child is not booked into Wraparound Care Club), the child will be put into Wraparound Care Club to await collection and the Wraparound Care Club staff will be informed. In this scenario, parents will be contacted either by the school office or by a member of the Wraparound Care Club team to enquire as to their whereabouts.
- Alice House aged children who are staying for session 3 only should be collected from the main Alice House Reception door by 4.30pm. Any Alice House aged children who attend session 4 or 5 should be collected from the left-hand Refectory door. For all sessions, Junior aged children should be collected from the right-hand door of the Refectory.
- Only those adults / senior school aged siblings named on the Collection Authorisation Form may collect the relevant child / children from Wraparound Care Club. If changes need to be made at short notice and it is necessary for an adult not listed on the consent form to collect a child, a parent must speak to a colleague in the school office, email Wraparound Care Club in good time on [wraparound@solsch.org.uk](mailto:wraparound@solsch.org.uk) or include a note in the child's Prep book to confirm the details of the alternative designated adult collecting their child. Those collecting children should state the designated safe word. Where deemed necessary, the school will phone a parent to verify arrangements and the school will reserve the right to insist on ID before handing over a child.

- If a parent / carer fails to collect a child by 6.10pm then a member of the Wraparound Care Club team will attempt to contact the parent / carer. At no point will the child be left unsupervised. If the team is unable to contact the parent / carer using all listed contact numbers, then a member of the Senior Leadership Team will be contacted. If there is a Safeguarding concern, the Safeguarding and Child Protection Policy will be followed. Further failure to contact the parent / carer will result in the Police and / or Children's Services being contacted for advice.

### **Provision**

- Wraparound Care Club provides three afternoon sessions: session 3 from after school until 4.30pm which includes a drink and a snack, session 4 from 4.30pm until 6pm which includes high tea and session 5 which includes both sessions 3 and 4.
- Wraparound Care Club provides opportunities for children to complete their written prep (homework) and experience a variety of indoor and outdoor age-appropriate activities.

### **Behaviour**

- Whilst attending Wraparound Care Club children are expected to follow the school behaviour and discipline policy and this will be emphasised by their teachers before attending.
- The Wraparound Care Club Team will issue rewards and sanctions in line with the school behaviour and discipline policy as appropriate.

### **Safeguarding**

- Wraparound Care Club will take all reasonable measures to safeguard and promote the welfare of all children in our care.
- The Wraparound Care Club Manager is a trained Deputy Designated Safeguarding Lead and is therefore responsible for dealing with any safeguarding issues.
- If the Wraparound Care Club Manager is unavailable or absent, the Wraparound Care Club staff will contact the Designated Safeguarding Lead, or a Deputy Designated Safeguarding Lead should a safeguarding matter arise.
- All Wraparound Care Club staff will receive annual safeguarding training to ensure their knowledge remains current and they know what to do in the event of a safeguarding issue.
- The Safeguarding and Child Protection Policy is used as a point of reference as required.
- If a child goes missing during Wraparound Care Club, the process followed in the Attendance and Children Missing Education Policy and Supervision Policy will be adhered to.

### **First Aid / Medical Conditions**

- All accidents will be recorded in the Wraparound Care Club accident book and accurately reported to the parent / carer when they collect their child.
- Accident records will give details of the time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are supervised by a qualified first aider.
- Parents will be contacted immediately if any child becomes unwell during the session.

- Wraparound Care Club will liaise with the School Nurse and school office regarding any medical conditions / allergies that could affect the child during the session.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the School Nurse of any changes to medical information.

### **Related Policies / Information**

This policy should be read in conjunction with the following:

- Solihull Preparatory School Wraparound Care Club Leaflet
- Solihull Preparatory School Wraparound Care Club Fees information sheet
- School portal account, SOCS, co-curricular and sport
- Solihull School Terms and Conditions – the “contract” \*
- Behaviour and Discipline Policy
- ICT Acceptable Use Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- Fire Safety Policy
- Supervision Policy (Prep School)
- Attendance and Children Missing Education Policy

\*The Solihull School Terms and Conditions document is provided to every parent when their child joins the school. The remaining documents are all available to view on the school website ([www.solsch.org.uk](http://www.solsch.org.uk)).

### **Monitoring and Evaluation**

This policy will be reviewed annually by the Wraparound Care Club Manager and the Senior Deputy Head of Solihull Preparatory School.

## **Appendix A**

### **Wraparound Care Club Fees – September 2023**

Wraparound Care Club fees from September 2023 are as follows:

Sessions booked more than ten days in advance at the early bird rate:

- Session 1 - 07.30 to 08.20 - £5.50
- Session 2 - 08.00 to 08.20 - £3.00
- Session 3 - end of the school day to 16.30 - £4.50
- Session 4 - after a club until 18.00 - £8.25
- Session 5 - end of the school day to 18.00 - £12.75

An additional £5 per session is charged for bookings made less than ten days in advance. Therefore, sessions charged at the ad hoc rate are:

- Session 1 - 07.30 to 08.20 - £10.50
- Session 2 - 08.00 to 08.20 - £8.00
- Session 3 - end of the school day to 16.30 - £9.50
- Session 4 - after a club until 18.00 - £13.25
- Session 5 - end of the school day to 18.00 - £17.75

Late collection charges (in addition to the above):

- 18.00 to 18.15 - £5.00 per child
- 18.15 to 18.30 - £20.00 per child