



SOLIHULL

Solihull Preparatory School

Wraparound Care Policy

Owner: Senior Deputy Head of Solihull Preparatory School

Reviewer: Wraparound Care Manager

Last Reviewed: August 2020

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

Introduction

Solihull Preparatory School Wraparound Care 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 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 provided in the Wraparound Care Leaflet, a copy of which is available in the Preparatory School section of the Solihull School website (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 and sign the child collection details section and confirm if they wish their child to undertake homework in the provision.

Admissions / Booking Places

- Only children attending Solihull Preparatory School are eligible to attend Wraparound Care sessions.
- All places are subject to availability.
- Sessions must be booked via the Wraparound Service – Booking Request Form available on the Preparatory School section of the Solihull School website at least ten days in advance of the required session.
- Parents requiring ad hoc places are welcome to use the Wraparound Care service provided there are spaces available. These places will be at an increased cost.
- Children's attendance is recorded in a register.

Pricing Policy

- Wraparound Care 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 one terms' notice of this.
- Fees are detailed in the Wraparound Care Leaflet available on the Solihull School website.
- Fees will be invoiced half termly in arrears.
- Childcare vouchers and tax free childcare will be accepted as a form of payment.
- 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 (we will not accept pupils without an adult).
- Early Years and Infant aged children will be in Alice House and Junior aged children will be in the Refectory.
- At the end of the session, children in Alice House will be escorted to their classroom and children in the Refectory will be taken to the playground to meet their class.
- Any information / handover to the class teacher will take place at this time.

After School Club

- Registers will be provided to the Wraparound Care team each day to ensure staff know whether pupils have attended school that day.
- If a child who is booked into Wraparound Care and attends school but is going to be absent from a session, parents must email wraparound@solsch.org.uk or call the school office to inform them that they will be not be attending.
- Children in Alice House will be escorted to Wraparound Care by a member of staff at the end of the school day. Junior aged 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 team will take place at this time with Junior staff contacting Wraparound Care with any information.
- Parents are to collect children via the relevant collection point (highlighted below). This will alert the staff members to bring their child to them.
- Only those adults named on the attached Collection Authorisation Form may collect the relevant child / children from Wraparound Care. 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 in good time or include a note in the Prep book to confirm the details of the alternative designated adult collecting their child. 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.

Provision

- Wraparound Care provides two afternoon sessions: session 1 from after school until 4.30pm which includes a drink and a snack and session 2 from 4.30pm until 6pm which includes high tea.
- Wraparound Care 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 children are expected to follow the school behaviour policy and this will be emphasised by their teachers before attending.
- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.

- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Wraparound Care Manager, in consultation with the Senior Deputy Head of Solihull Preparatory School, may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent / carer.

First Aid / Medical Conditions

- All accidents will be recorded in the Wraparound Care 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 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.

Covid-19

Due to the ongoing pandemic, changes to the collection arrangements have had to be made to ensure the safety and security of all children. The table below shows the collection points for each age group. When dropping off or collecting from Wraparound Care, please park in the car park designated for your child's year group and make your way to the relevant handover point where you will be met by a member of staff.

Wraparound Bubble	Breakfast (drop off by 8am)	After School session 1 (pick up by 4.30)	After School session 2 (pick up by 6pm)
Nursery and Reception	Alice House Nursery Door		
Infant 1 and 2	Alice House Main Door		
J1	Refectory Left hand door	Refectory Right hand door	
J2			
J3			
J4			

Related Policies / Information

This policy should be read in conjunction with the following:

- Solihull Preparatory School Wraparound Care Leaflet
- Wraparound Service – Booking Request Form
- 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

*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).

Monitoring and Evaluation

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



SOLIHULL

Full Name of Child: _____

DOB: _____

Year Group: _____

Please complete the table below and return, attaching photos (printed hard copies or by emailing digital copies to wraparound@solsch.org.uk) of any authorised people who may be involved in the collection of your child, including parents, grandparents, friends, relatives etc.

Name	Relationship to Child

Signed by: _____

Date: _____

Name (Printed): _____

Relationship to Child:

Please indicate if you would like your child to undertake written homework activities in the provision: Yes / No / N/A

I _____ (name) will check any homework that is produced in Wraparound Care Club.

Signed _____

Date _____