



**SOLIHULL**

**Solihull Preparatory School**

**Wraparound Care Policy**

**Owner:** Senior Deputy Head of Solihull Preparatory School

**Reviewer:** Wraparound Care Manager

**Last Reviewed:** August 2021

## **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](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 sessions.
- All places are subject to availability.
- Sessions must be booked via SOCS, co-curricular and sport, in the child's school portal account 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 as outlined in the Wraparound Care leaflet.
- Children's attendance is recorded in the SOCS register for Wraparound Care daily.

## **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 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).
- Due to the timing of the school day, Alice House children can attend session 1 only.
- Early Years children will currently be in Alice House and Infant and Junior aged children will be in the Refectory.
- At the end of the session, Infant children will be taken to Alice House and Junior children will join their class outside or 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 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 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 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 team will take place at this time with 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 / senior school aged siblings named on the 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 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.

## **Provision**

- Wraparound Care 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 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.

- The Wraparound Care Team will issue rewards and sanctions in line with the school behaviour policy as appropriate.

## 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.

<b>Wraparound Bubble</b>	<b>Breakfast</b>	<b>After School session 3 (pick up by 4.30)</b>	<b>After School session 4 and 5 (pick up by 6pm)</b>
<b>Nursery and Reception</b>	Alice House Nursery Door	Alice House Nursery Door	Refectory Left hand Door
<b>Infant 1 and 2</b>	Refectory Left hand door	Alice House Main Door	Refectory Left hand door
<b>J1</b>	Refectory Left hand door	Refectory Right hand door	
<b>J2</b>			
<b>J3</b>			
<b>J4</b>			

## Related Policies / Information

This policy should be read in conjunction with the following:

- Solihull Preparatory School Wraparound Care Leaflet
- 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

\*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 Manager and the Senior Deputy Head of Solihull Preparatory School.