



# **Humshaugh C of E (aided) First School Policy Document**

## **Wraparound Provision Policy**

Date of Adoption by the Governing Board:	01.01.2025
Review Date:	01.01.2027

# Humshaugh C of E First School

## Breakfast and After School Club Policy

### Aims:

- To provide a welcoming, safe and affordable childcare provision before and after core school hours during term time for children aged from 3 years up to Year 4.
- To offer a nutritious breakfast or light tea at the beginning and end of the school day.
- To offer suitable provision so that parents can access 30hrs childcare funding.

### Staffing

There will be a minimum of 2 members of staff on site and the ratio of children to adults will not exceed 1:8.

### Contingency for staff absence

If a member of staff is absent they must inform the headteacher by 7.30am so that cover by another member of staff can be arranged.

### Opening hours

Breakfast club runs from 8.00am. Children should not be dropped off before this time.

Wraparound finishes at 6.00pm and children should be collected promptly.

### Booking arrangements

Bookings should be made by email to the school office or by telephone.

### Payment

Payment must be made via ParentPay. Cash and cheques are not accepted. Sessions will be uploaded onto ParentPay retrospectively and accounts should be kept in credit where possible.

### Charges

Provision	Price
Breakfast club	£3.50
Breakfast club sibling discount	£1.75
After School club or Wraparound until 4.30pm	£2.00
Wraparound or After school club followed by Wraparound 6pm	£6.00

We are currently in receipt of a wraparound grant from Northumberland County Council which enables us to keep our prices low, charges will be regularly reviewed as the grant reduces.

We accept workplace childcare vouchers and the government tax free childcare scheme. Please contact the school office for more information.

**Non-payment**

In the event of persistent non-payment, we reserve the right to refuse future bookings until all arrears have been cleared.

**Late collection**

We understand that occasionally in unexpected circumstances parents are late to collect their child.

We will, of course, look after your child until you are able to collect them however due to caretaker commitments school must close at 6pm promptly.

For persistent late collections we reserve the right to refuse future bookings.

**Menu**

Food and drink offered at breakfast and wraparound club are consistent with our school food policy.

Breakfast – a choice of cereals and/or toast. Milk or water to drink.

Wraparound – Fruit with milk or water is offered after school and a light tea of ham or cheese wrap and yogurt is offered at 4.45pm for those staying later.

**Activities**

Children have access to a range of activities suitable for all ages from EYFS to Year 4.

**Health and Safety**

All activities are risk assessed in line with our health and safety policy.

Parents are required to keep their contact details updated and provided any necessary medical information.

Staff working in wraparound provision have up to date Food Hygiene and First Aid training.