

## Iron Acton Primary School Wraparound Care Provision

### Terms and Conditions – September 2023

The wraparound care provision of Breakfast Club and After School Club (ASC) is part of Iron Acton Primary School and governed by the school's governing board.



Parents/ carers wishing to use the wraparound care provision at Iron Acton Primary School are asked to carefully read the terms and conditions provided. An annual registration fee and completion of a declaration accepting the terms and conditions applies prior to being given access to an improved Clubs Booking Module on ParentPay.

Terms and conditions are reviewed annually. Any changes prior to the annual review, will be notified to parents/ carers in writing. Re-registration will be requested to acknowledge agreement to amendments.

### Wraparound care provision

The staff plan a range of activities for the sessions. Children can choose to join in with planned activities or engage in self-directed play. Children are provided with a healthy choice for breakfast and light, afternoon snack. Our wraparound provision is a popular facility and advance pre-booking is required to secure a space.

Iron Acton Primary School is committed to safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvements and develop robust safeguarding processes and procedures.

### Aims

- To provide reliable, high quality childcare before and after school
- To offer a safe, secure and friendly environment in which children can be with friends, play, take part in activities and enjoy breakfast or a light afternoon snack in a supervised environment

### Staff

Our staff are DBS checked and there is a member of staff trained in First Aid on site when the club is running. A member of staff in each club also holds current food hygiene certification.

### After School Club Emergency Contact – 074400573921

This number is only available from 3:15pm – 6:00pm. The number is provided solely for emergencies. Please do not text or leave a message as we cannot guarantee receipt of such messages, due to poor mobile coverage in the area. During the school day, all enquiries should be emailed to the school office at [enquiries@ironactonprimaryschool.co.uk](mailto:enquiries@ironactonprimaryschool.co.uk) or by phone 01454 228322 to speak to the school office.

### Session Availability

Breakfast Club and ASC is based in the school hall and at certain times outdoor spaces will be used.

**Breakfast Club** runs Monday – Friday 7:45am – 8:45am

There will be no Breakfast Club on inset days or during school holidays

**ASC** runs Monday – Thursday 3:15pm – 6:00pm

There will be no sessions at ASC on Fridays, inset days or during school holidays

Effective from 1<sup>st</sup> September 2023, capacity limits will apply based on staffing levels. All spaces are allocated on a first come first served basis on ParentPay. Breakfast Club will have 10 spaces each morning and ASC will have 16 places each evening.

### Prices

All prices quoted are inclusive of activities and breakfast or a healthy afternoon snack.

Prices are set in advance and Iron Acton Primary School will make every effort to ensure that the price quoted for any of our services is honoured. However, Iron Acton Primary School reserve the right to alter any price as required, where additional unforeseen costs arise beyond the control of Iron Acton Primary School or the Wraparound Care Provision.

Annual registration fee for use of **all** wraparound care will be charged at £10.00 per family.

Breakfast Club sessions will be charged at £4.20 per session for each child effective from 1<sup>st</sup> September 2023.

ASC sessions will be charged at £10.00 per session for each child effective from 1<sup>st</sup> September 2023.

### **Arrival and Departure Procedures**

For parents/ carers using the Wraparound Care Provision, we ask that you **DO NOT** use the school drive or car park when dropping off/ collecting. Please park nearby in the village with consideration at these times.

#### Breakfast Club

Your child will enter Breakfast Club at the main front door, where a staff member will greet you and confirm if breakfast is required. Children should be dropped off by an adult and should not arrive unaccompanied.

Children will go to class in time for registration.

#### ASC

Class teachers are provided with a list of children attending ASC at the start of each week. Children in Barn Owls and Falcons are taken to ASC by a member of staff from class to the school hall. Children in Buzzards and Golden Eagles will go independently to the school hall when dismissed. The ASC staff meet the children in the hall, where a register is taken. Parents/ carers of any child without a pre-booked place will be contacted by the school office and asked to collect the child.

Parents/ carers should come to the main front door at collection, where they will be greeted by a staff member and asked to wait in the school office. Parents/ carers will be asked to sign the collection sheet and write down the time of departure. Your child will be brought out from the club to you in the school office.

#### Children attending activity clubs

If your child is participating in an activity club after school and going on to ASC, both the club supervisor and ASC staff are provided with registers and your child will be taken to the ASC staff after other children are collected from the activity.

For security and safeguarding purposes, if any person other than a parent/ carer is collecting a child the parent/ carer must notify the school office beforehand and by 3:00pm on the day of the session. We will only allow a child to leave if the adult can share the security password provided at registration with the staff.

### **Pre-booking Procedures**

1. An annual registration fee of £10.00 per family will apply at the time of registration, and annual reregistration thereafter.
2. **Payment of the annual registration fee and completion of registration questions is required for all children on ParentPay. Access to bookings will then be given via the **improved Club Module** from September 2023.** Parents/ carers will be asked to confirm they have read and agree to comply with the terms and conditions of Wraparound Care Provision at Iron Acton Primary. The following information will be requested and held confidentially to complete registration. Only authorised staff will have access to details provided:
  - Emergency contact information
  - Medical information/ allergy information/ special dietary needs
  - Collection arrangements and contact details of adults permitted to collect
  - Security password (to be used by adults not known to staff who may collect your child)
  - Payment choice – ParentPay/ childcare voucher scheme/ tax free childcare payment

The registration process will be repeated at the start of each academic year and/ or with any subsequent amendments to the terms and conditions. It is the responsibility of the parents/ carers to ensure Iron Acton Primary School and the wraparound care staff are aware of any amendments to any registration information.

3. On completion of registration, parents/ carers will be provided access to pre-book sessions required for their child at Iron Acton Wraparound provision using ParentPay. Pre-booking instructions will be provided.
4. Pre-bookings must be made in advance using ParentPay. Iron Acton Primary School recommend that block pre-bookings are made for the term in advance at a minimum due to the popularity of the wraparound care.

Places are limited in both clubs and allocated on a first come first served basis through ParentPay.

From 1<sup>st</sup> September 2023, ParentPay will notify when the club is fully booked, and you will not be able to book a space if capacity is reached - the limit of 10 spaces for Breakfast Club and 16 spaces for ASC applies.

All parts of the pre-booking and payment need to be complete for the booking to be confirmed. Children cannot be accepted into clubs without pre-booking and payment. Pre-bookings and payments must be made on ParentPay by 10:00pm on the Wednesday of the week before sessions are required.

**If you have a family emergency and need urgent childcare support and have missed the pre-booking deadline, please contact the school office and we will endeavour to make emergency arrangements for your child to attend the wraparound care provision.**

## Fees and Payment

Annual registration fees are payable at time of registration. Session fees are payable on ParentPay in advance of sessions and at the time of pre-booking. No money should be handed to the staff at the wraparound provision.

Payment can also be made using approved childcare voucher schemes or tax-free childcare payments. The payment provider, date, amount and reference must be notified by email to the school office, so that a credit can be added to your child's ParentPay account.

Payments through Universal Credit are also accepted. Please note you will be required to pay in advance for all sessions. We will issue an invoice if requested, for the sessions taken during the month at the end of each calendar month, so the support payment can be claimed back by parents/ carers.

More information is available on the gov.uk website: <https://www.gov.uk/guidance/universal-credit-childcare-costs>

**Iron Acton Primary School reserves the right to cancel the child's place and withdraw future use of the wraparound care provision due to non-payment of fees.** Fees are the responsibility of the person with parental responsibility for the child and/ or of the person who completed the registration and agreed to comply with the terms and conditions of Iron Acton Wraparound Care Provision at the time of registration.

## Other Fees

**Please be aware that our staff are employed until 6:00pm, so please arrive on time to collect your child.**

A penalty charge of **£10** will be levied for each quarter of an hour that a child is picked up after 6pm from ASC. Persistent lateness will result in the child's place at ASC being withdrawn. If you are running late due to an emergency, please phone and speak to a member of the ASC staff – **074400573921**. Please do not text or leave a message as we cannot guarantee receipt of such messages, due to poor mobile coverage in the area.

## Cancellation of places

**It is the responsibility of parents/ carers to give a minimum notice period - 3 working days - in writing to [enquiries@ironactonprimaryschool.co.uk](mailto:enquiries@ironactonprimaryschool.co.uk) for all cancellations.**

- If written notice is not provided or given within the specified timeframe, charges will still apply
- If parents/ carers have booked sessions, but choose not to send their child, charges will still apply
- No refund will be given for sessions only part attended
- No refund will be given if your child chooses not to have food/ is collected before having food
- If Iron Acton Primary School or the Wraparound Care Provision closes due to unforeseen circumstances, parents/ carers will be contacted as soon as possible. Charges will not be made for these wraparound care sessions and a credit to the child's ParentPay account will be processed
- If a child is ill or sent home unwell during the school day on the day of a pre-booked session, charges will not be made and a credit to the child's ParentPay account balance will be processed
- If a child falls ill during a booked session and has to be sent home early, charges will still apply

## Exclusions

In line with the Positive Behaviour Policy, Iron Acton Primary School reserves the right to refuse or exclude any individual, who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage. Iron Acton Primary School reserves the right to refuse or exclude any individual at any time prior to or during the delivery of childcare services if, in the opinion of the Headteacher, that the behaviour of the individual is incompatible with the general wellbeing and safe running of the service. In this instance, no refund will be given and any costs incurred, including as a result of any damage, will be passed onto the parents/ carers of the child.

Parents/ carers are expected to give their support and encouragement to the aims of Iron Acton Wraparound Care Provision and to uphold and promote its good name. Parents/ carers are asked to respect and trust decisions made by staff and behave in an appropriate manner to all staff. Violence and verbal abuse towards staff will not be tolerated.

We reserve the right to refuse access to the facility for any parents/ carers who refuse to abide by the procedures and protocols in place that ensure the safety and welfare of our children and staff.

## **Other general conditions**

### **Accidents/ Injuries**

A first aider is on site during the sessions with access to a First Aid Kit. Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in the care of Iron Acton Wraparound Care Provision, first aid will be administered. All accidents/ injuries that staff are made aware of and where first aid is administered, are documented in the school accident book and reported to parents/ carers at collection.

In the event of a medical emergency, the wraparound care staff will contact the emergency services and every effort will be made to contact the child's parents/ carers. If it is required by the emergency services for a child to be taken to hospital before a parent/ carer can be contacted, a member of staff will accompany the child and a message will be relayed to the parents/ carers. By accepting the terms and conditions of wraparound care provision at Iron Acton, parents/ carers consent to emergency treatment being given by a qualified first aider and staff members are authorised to sign consent forms on your behalf should your child's life be endangered by any delay in treatment being given.

### **Administering Medicine**

Staff at the wraparound care provision cannot administer any form of medication unless the parents/ carers have filled in a medication consent form. Forms are available from the school office or available on the school website.

### **Behaviour**

Iron Acton Wraparound Care staff will encourage the children to follow the school's core values to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries in accordance with school policy.

### **Child Protection**

Iron Acton Primary School staff have a duty to report any significant concerns they might have about the safety and/or wellbeing of a child to the Headteacher of Iron Acton Primary in accordance with school's Child Protection Policy.

### **Confidentiality**

Parents/ carers agree to inform Iron Acton Wraparound Care Provision of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or another person. Wraparound Care staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Parents/ carers agree to inform Iron Acton Primary School and Wraparound Care staff of any changes in contact details or family situations, to include, but not limited to court orders or situations of risk in relation to the child for which any special precautions may be required.

### **Data Protection**

The personal information requested at registration and pre-booking is required to enable Iron Acton Wraparound Care Provision to deliver its services. This information will not be passed on to any third party without your express permission. It is the parents/ carers responsibility to update Iron Acton Primary School with any changes in personal information including home address, emergency contact telephone numbers, dietary and medical information.

### **Feedback**

Iron Acton Primary School and the Wraparound Care Provision value the opinions of pupils and parents/ carers. We facilitate feedback via a questionnaire annually and review information to help make improvements to the provision. If parents/ carers have questions or concerns about any aspect of the wraparound care provision, these should be raised with the staff or headteacher.

### **Insurances**

Iron Acton Wraparound Provision undertakes to maintain those insurances which are prescribed by law. Both Breakfast Club and ASC are covered by the school's insurance.

### **Liability**

Iron Acton Primary School do not accept any liability for personal injury or the death of any participant unless caused by the proven negligence of Iron Acton Primary School or its employees. Iron Acton Primary School do not accept any liability for the loss or damage of any property belonging to participants. Iron Acton Primary School accept no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, school closure, disasters, war or the threat of war, acts of terrorism, weather, illness or any event outside the control of the school.