

The Federation of Our Lady Queen of Martyrs, Esh Winning & St Joseph's, Ushaw Moor RC Primary Schools



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*Living, loving and learning together,
with our eyes focused on Jesus.*

Wrap Around Care Policy

Rationale

Wrap Around Care is provided by and run by Craig's Coaching (Breakfast Club) and Simply Sport (After School Club & Tea Club) supported by our schools and aims to provide high quality before and after school childcare. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8am to 8:45am and from 3:30pm to 5:30pm, when two different sessions are available: 3:15pm to 4:15pm and 3:15pm to 5:30pm.

Please ask the office for current prices for the sessions.

All parents/carers must read and agree to the terms of this policy and complete a registration form and booking form before their child can take up a place at any Club.

Admissions

- The Club is only open to children attending The Federation of Our Lady Queen of Martyrs, Esh Winning, and St Joseph's, Ushaw Moor, RC Primary Schools
- Places are allocated on a first come, first served basis
- The registration process must be completed prior to the child's commencement at the Clubs
- If places are not available, children will be placed onto a waiting list in order of date of application
- For the new Reception intake in September, priority for places will be given to children with siblings already in school who attend
- Ad hoc bookings will be taken no more than 1 week in advance provided there are spaces and parents/carers have completed the registration process

Admission is conditional on the following undertakings by the parent/carer:

- Fees are paid promptly in advance
- The behaviour of the child is acceptable for the safe and efficient running of the Club. School policies, including Behaviour, apply in the same way as they do during the main school day.

Absence

If a child will not be attending for any reason, parents must inform school.

Payment

After School Club and Tea Club fees are payable in advance each half term. The amount due will be shown on School Gateway. Fees must be paid online via School Gateway or by cash/cheque at a Pay Point facility. Childcare vouchers are not currently accepted. Failure to pay will result in the withdrawal of a place(s) at the Clubs. If a parent is experiencing difficulty with the payment of their fees, they should contact the school office staff as soon as possible.

Late Collection

Parents should contact After School Club or Tea Club immediately on the number below if they know that they will be late collecting their children.

- **OUR LADY QUEEN OF MARTYRS - 07742928489**

- **ST JOSEPH'S - 07568369495**

A charge of £5.00 per child will be made if collection is up to 15 minutes late. An additional charge of £10.00 per child will be made for collection up to 30 minutes late. If parents cannot collect by 6pm (when the school will be locked), they should arrange for someone else to collect their child. If late collection after 6pm becomes a regular occurrence, the place at Tea Club will be withdrawn.

Uncollected Children

If a child has not been collected by 6pm and Tea Club have not been informed of a late collection, staff will attempt to contact the parents in the first instance. The emergency contacts provided on the Registration Form will be telephoned in the second instance. If these contacts are unavailable, a decision will be taken to contact Social Services and/or the police.

Missing Children

In the event that a child goes missing whilst at Tea Club, the following procedure will be undertaken:

- A staff member will search the inside of the building and the grounds
- If the child remains missing the emergency services will be contacted

Activities & Meals

There will be a range of activities available, both inside and outside depending on the time of year and weather. Children will be encouraged to spend some of their time being active and to use their time to complete homework if necessary.

All children attending the After School Club will receive a piece of fruit and, in addition, those staying on for Tea Club will have a light tea, normally served at 4:10 / 4:20pm.

Please retain for future reference.

September 2018