



# Wrap Around Care / After School Clubs

Tibshelf Schools Federation

[Version 1.0]

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## 1. Introduction

We are open daily (term time only) for children who attend the Tibshelf Schools Federation. Breakfast club runs from 7.30am – to the start of the school day. Our Afterschool club runs from the end of the school day – 5pm (Tibshelf Infants) 5:15pm (Town End Juniors). If your child wishes to attend an after school activity club from the end of the school day until 4pm, they can be collected from that club by a member of wrap around care staff.

The staff are DBS checked and comply completely with school safeguarding standards. They will provide an informal but secure setting to ensure your child feels safe and happy. A snack will be provided at both breakfast clubs and but children require their own after school. A quiet area will be provided if your child wishes to read or do homework.

Your child can choose to have a breakfast, even if they have already eaten at home. The Breakfast will be a mixture of toast, cereal, fruits and yogurts. Your child will need to bring their own snack if they are in after school care, and this must be nut free.

Wrap around Care and clubs are automatically billed on the School Gateway App and are payable each week. Automatic texts are sent when your balance exceeds £20. If your bill exceeds £40, we may ring or send a final reminder, if this is then ignored we have the right to refuse our services to you. We recommend keeping track of your child's attendance at home and paying termly, monthly or weekly in advance. If you pay a large sum and your child cannot attend for any reason we will credit your account. This can either be claimed back through the office or pay for a future session.

We reserve the right to cancel sessions or combine sessions between the schools. Parents / Carers will be informed of this.

## 2. Costings

**Breakfast care** 7.30am to the start of the school day - £4 per child

**After school care** 3pm (infant) / 3:15pm (Junior) – 4pm (infant) / 4:15pm (Junior) £4 per child.

**After school care** 4pm (infant) 4:15pm (junior) -5pm (infant) 5:15pm (junior) £4 per child.

**All other clubs** – 3pm (infant) / 3:15pm (Junior) – 4pm (infant) / 4:15pm (Junior) £4 per child

## 3. Late collection

Any child not collected by 3:10pm (infant) / 3:25pm (junior) will be put into after school care and charged £4.

If a parent/carer is late collecting a child by 10 minutes at 4pm or 4:15pm, they will be put into the next after school care session and you will be charged £4 (if the session is available). If the session is not available from 4pm to 5pm (infant) / 4:15pm to 5:15pm (junior) and you are 5 minutes late after 4pm (infant) / 4:15pm (junior), you will be charged £8 for each 5 minutes you are late collecting. If you are late collecting by 5 minutes late after 5pm (infant) and 5:15pm (junior), you will be charged £8 for each 5 minutes you are late. Any parent/carer that is late collecting 3 times within a full term (Sept to Dec, Jan to March, Apr to July), we reserve the right to remove future bookings to our wrap provision.

We expect parents / carers to communicate with the school office via phone or the app, to let us know if you are going to be late.

#### **4. Maximum Numbers**

Currently our staff/pupil ratios allow for 12 children (infant), 16 children (junior) to attend Breakfast Club and 12 children (infant), 20 children (junior) to attend After School Club. Additional staffing will be considered if demand requires it. Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by the Tibshelf Schools Federation having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

#### **5. Behaviour**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

#### **6. Booking System**

Each child needs to be booked on via the school gateway app. Parents/Carers can manage their account via the app and can cancel / book sessions 12 hours before they start. If there are no sessions available on the app, this means they are full and there are no spaces available.