

Seaton Sluice First School



Seaton Sluice First School **Wraparound Care Policy** **2023**

Written by: Amanda Bennett April 2023

Role: Headteacher

Approved by: Amanda Bennett

Date to be reviewed: April 2024



Seaton Sluice First School provides wraparound care during term time only (not open on Teacher Training days).

Sessions are available before and after school:

Breakfast Club:

Monday - Friday 8:00am- 8.50am (£3 per child)

Please note that breakfast will stop being served at 8.30am.

Wraparound Club:

Monday-Friday 3.15pm – 6:00pm (£5 from 3:15-4:30, £10 from 3:15-6:00pm per child).

Please note that a light tea will be provided in between 3:30pm and 4:30pm.

The Wraparound Staff Team are:

Breakfast Club: Mrs Dale, Mrs Cummings

Wraparound After School Club: Miss McNab, Mrs Cummings, Mrs Armstrong

Process to be followed:

1. Complete a registration form per child (available at the end of this pack or a paper copy can be requested from the school office) and return it to school. Completed forms should be returned to the school office.
2. When your form has been received, you will be contacted by Mrs Johnson who will confirm receipt of your application. If you require wraparound after school care, Miss McNab, the staff co-ordinator will also contact you to confirm your child's place and details of booking. We use an App called 'Class Dojo' for communication and any amendments to bookings. Miss McNab will set this system up with you.
3. For Breakfast Club, no booking is required. Your child can access the provision as part of a 'drop in' basis depending on your requirements. They can just turn up to the main school entrance from 8:00am.

Please note that a late collection fee of £5 will be charged if your child is not collected by 6:00pm.

If you need to get in touch with Wraparound care:

Telephone school office: 0191 2371839 (office hours are 8.00am - 4.00pm - there is an answerphone outside of these hours)

URGENT phone calls - if you need to contact the playleader during a session for emergency reasons: **07342 266582**

Breakfast Club:

Please drop children off at the main entrance to school. There is a door bell push on the left-hand side of the doors. Please just ring the wraparound designated bell (to the left side of the main door) and a member of the team will answer the door as quickly as possible. Your child will then be taken to the hall by our staff, and registered for the session.

After School Sessions:

Please collect children from the main school entrance. Please ring the wraparound designated bell (to the left of the main door) and a member of staff will come to see which child you are collecting and be happy to assist you.

You will be invoiced by Mrs Howes, our Finance Manager at the end of each month. Payments can be made via Parent Mail or by cash at the school office. We are now also registered with the government's Tax-Free Childcare service. To check eligibility, click on:

<https://www.gov.uk/tax-free-childcare>



Seaton Sluice First School

WRAPAROUND CLUB



REGISTRATION FORM

Personal Details

Child's Name: _____ Date of Birth: _____

Parent/Guardian/Carer details:

Contact 1: _____ (Name)

Emergency Contact Number: _____

Email: _____

Contact 2: _____ (Name)

Emergency Contact Number: _____

Email: _____

Medical/Dietary Information

Please give details of dietary requirements, allergies or any medical conditions that we should be aware of:

Wraparound Required

Breakfast Club YES NO

Wraparound After School YES NO

If YES for after school wraparound, days required: (Please tick)

Monday	Tuesday	Wednesday	Thursday	Friday
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Are these set days (the same each week): YES NO

Do you require some flexibility with days due to commitments? YES NO

CONSENT:

- ✓ I agree to my child attending Seaton Sluice First School wraparound provision and give my consent for the information I have been provided to be used for the purposes of managing my child's attendance at the clubs, safeguarding and health and safety. (please tick)

YES NO

- ✓ I give my permission for my child to take part in organised activities whilst at wraparound care. (please tick)

YES NO

- ✓ I agree to photographic images of my child being taken and used for display or publicity material, including on the school website.

YES NO

- ✓ I understand that if I collect my child later than 6:00pm, a late collection fee of £5 will be charged.

YES NO

Signed: _____ Date: _____

Print name: _____

Please return to the school office by hand or by emailing:

admin@seatonsluicefirst.co.uk

