

Kings Worthy Primary School

Wrap Around Care Handbook



We hope that this handbook provides all the necessary information about our Breakfast and After School Clubs. If you require any further information, please contact the main office on 01962 881410 or email extendedday@kingsworthy.hants.sch.uk

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About Us

Kings Worthy Primary School provides breakfast and after school provision five days per week. Both Breakfast Club and After School Clubs are operated by our staff and provide high quality out-of-school hours childcare for our parents/carers. Staff provide a range of stimulating and creative activities in a safe environment.

Breakfast Club begins at 7:30am until the start of the school day and includes a healthy breakfast (**served until 8:25am**).

After School Club begins at 3:30pm and runs until 6:00pm Monday to Friday. Each session includes a drink and a light tea.

Induction

- Children will be encouraged to settle at their own pace.
- New children will be introduced to all members of staff.
- Rules and routines, such as snacks, signing in and out will be explained.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- Staff will keep a close eye on new children and ensure they feel relaxed, happy and secure.
- Older children will be encouraged to lead by example and support the younger children.
- If a child seems to be taking a long time to settle in, this will be discussed with the parent/carer to see what can be done to support the transition.

Club Activities

Our aim is to provide an enjoyable range of activities for all children to choose from, enabling them to try something new, play games, relaxing, take part in physical games and sports, creative activities including drawing, arts and craft, Lego building and more; the overarching aim for them is to have fun.

During Breakfast Club, children will be encouraged to play calmly, read and play board games once they have eaten their breakfast.

Staff will also look to link current national and international occasions to activities and special events. We will regularly review and replenish resources and consult with the children to ensure they are represented.

Food and Drink

Breakfast

Breakfast is offered to children arriving between 7:30am and 8:25am.

Example: Cereal, toast, bread, bagels, waffle, crumpets (all with various topping) fresh fruit and yoghurt

After School Club

Example: Pizza, sandwiches, chicken nuggets, yogurts, fromage frais, fruit, ice lollies/ice poles, water, milk and squash

There are sometimes, depending on activities, additional foods offered linked to seasons, festivals or celebrations. We may also offer some warm options during the cold months and some themed events during the year. We welcome suggestions from parents so please feel free to let us know if you think there is some food items we should consider.

Information about children with allergies or intolerances must be added to registration forms. If needed, please discuss any individual needs with the school office.

All staff have completed the required hygiene course and are trained in food handling.

Drop off and Collection

Breakfast Club

Breakfast Club is located in the school hall. Please accompany your child to the door, ring the bell and wait for someone to let your child in.

After School Club

At the end of the school day, children will walk to the school hall after being read out on the register in their classroom. Children in Year R will be taken to the school hall by a member of staff. Children will be registered and counted into the school hall by a member of the After School Club. Children attending other in school clubs, e.g. football, make their way to After School Club when their club is finished. Please let the office know if this will be the case with your child so we can let the team know.

If a registered child does not attend, a phone call will be made to parent/carers listed on the child's registration form to ensure he/she has arrived home safely. If the whereabouts of the child is not known, staff will follow the Kings Worthy Primary School safeguarding policy.

At collection, please ring the bell and wait for someone to see to you. Anyone collecting pupils from After School Club must be listed on the registration form and be aged over 14 years old.

Behaviour

Positive behaviour management strategies will be used by all staff to support children's safety, wellbeing and enjoyment. Strategies used will be in line with our school values and the school's behaviour policy. Parents, carers and class teachers will be informed of any persistent or significant incidences, which may result in your place being reviewed.

[Policy Reference: Behaviour Policy](#)

Administering of Medication

If your child needs medicine, such as antibiotics, we would encourage parents to administer as many of the doses needed at home and then, if needed, the school will administer during the school day by a member of the office team.

If a child has a care plan, details will be shared with Breakfast and After School Club staff at the beginning of each academic year or on registering with either club.

Medication will be stored in the first aid room where it is accessible at all times.

For specialist medications such as EpiPens, all staff, including Breakfast Club and After School Club staff receive appropriate training.

[Policy Reference: Supporting Pupils with Medical Conditions](#)

First Aid and Accident Reporting

A qualified first aider is always present at Breakfast Club and After School Club. All staff receive safeguarding training and will follow the school's safeguarding policy.

The location of the first aid box and list of qualified first aiders are clearly displayed. Regular checks on the contents of the first aid box take place to ensure that they are up to date, appropriate for children and comply with the health & safety (first aid) regulations.

[Policy References: Health & Safety Policy and Safeguarding Policy](#)

Illness and Accidents

If a child complains of illness, which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent/carer will be notified when the child is collected.

First aid will be administered by a qualified first aider if there is a minor injury and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

If a child becomes ill during a session, the parent/carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent/carer to arrive.

[Policy References: Health & Safety and Safeguarding Policy](#)

Booking Procedure

Please fill in and email the registration form from our website, found under Key Information, [childcare and extended-provision](#). If you need a hard copy, please email extendedday@kingsworthy.hants.sch.uk. Once the office has received this back from you, we will add you to [Scopay](#), our online booking system, so you can book the sessions needed. Online bookings are available up until midnight 2 days before the session takes place. If you miss the cut off, please phone the school office if you need an emergency booking.

Non-attendance

All children booked on the register are expected to attend, unless the office has received a phone call telling them of a change in arrangement. A non-attended session will be charged for unless your child is ill. Both clubs can accommodate up to 60 children and all bookings are made via Scopay unless parents need a last minute booking, in which case, please call the school office.

Regular non-attendance of a pre-booked place (below 85%) will result in parents/carers being contacted and the child's place being withdrawn. Exceptional circumstances, such as sickness will of course be taken into consideration. Attendance will be reviewed weekly.

Missing Child Procedure

Staff take a register for each session. Staff ensure that children are clear about where they are and are not allowed to go during each session. Staff are clear about their roles and responsibilities including supervision. If a child cannot be located, staff will follow procedures set out in the school's safeguarding policy.

Late Collection

Staff are scheduled to work until 6:00pm; it is essential that children are collected on time. Please contact After School Club on **07468151190** or **01962 582221** if you will be late. Please note this for during Breakfast and After School Club times only.

A late fee of £10 will be charged for the first ten minutes, rising to £15 for subsequent ten-minute periods to cover the cost of any overtime payments, up to 30 minutes.

If the lead staff member has been unable to contact the child's parent/carer or alternative emergency contact after 30 minutes, the local social care team will be contacted for advice, as per the school safeguarding policy.

[Policy references: Safeguarding Policy and Child Protection Policy](#)

Fee structure

All fees will be reviewed annually in the autumn term, to take effect in summer term.

Charges:

Breakfast Club – Drop off from 7.30am	
First Child	£5.50
Sibling/s	£4.50

After School Club	
Pick up by 5pm	
First Child	£10
Sibling/s	£9
Pick up by 6pm	
First Child	£12
Sibling/s	£11

This represents excellent value for money in comparison to other after school clubs in Winchester. We know that our families also like the flexibility of split timings and the option to book sessions on an 'ad hoc' basis.

Payments are made online via Tucasi/Scopay. We accept childcare vouchers and government tax free Childcare payments – please email the Extended Day account for more information.

If paying in childcare vouchers or government tax free funds we need clear definition of the child the payment is for and which sessions, please email us at extendeddday@kingsworthy.hants.sch.uk with a breakdown of how you would like the monies allocated on your account. This should be done every time a payment is made in this way.

E.g.

Payment of £300 paid via Sodexo, please allocate as follows:

Shelley

Breakfast Club: £75

After School Club: £100

Matthew

Breakfast Club: £50

After School Club: £75

Statements will be sent to parents at the end of each half term, for the half term ahead, and should be paid by the second week of the new half term. **Ad-hoc booked sessions must be paid for as they are booked.**

[Policy Reference: Charges and Remissions Policy](#)

Complaints

If a parent/carer has a concern involving their child at Breakfast or After School Club they should, in the first instance, raise the issue with the member of the team and then follow up with the Business Manager or Admin Officers if needed.

[Policy Reference: Complaints Policy](#)

Policies

Breakfast and After School Club is operated under the policies of Kings Worthy Primary School. All policies can be located on our website: <https://www.kingsworthy.hants.sch.uk/key-information/policy>

Contact

Last minute booking or changes, please call the school office on 01962 881410.

General enquiries, billing and communications please email extendeddday@kingsworthy.hants.sch.uk or call 01962 88141. Please note, the office phone line closes at 4:30pm.

During club hours, please call 01962 582221 or 07468151190.

