



Wraparound Childcare Policy

Wraparound childcare is childcare that is provided around the conventional school day. At Market Weighton Infant School, we follow the guidance for this as set out by the DfE in their publication "[Wraparound childcare: guidance for schools and trusts in England](#)" (February 2024). The wraparound childcare provided at our school will be offered before and after the school day during school term time. It aims to be regular and dependable to enable parents to work.

We have surveyed our parents and have based our offer on parental demand. Our wrap around care will be trialled during the Spring Term 2025. It will be reviewed at the end of the Spring Term in consultation with staff and parents to ascertain its viability to continue to run.

Our aim is to provide a relaxed and friendly environment to help children to prepare for the start of the school day or unwind afterwards whilst enabling parents to work or study.

Our provision is run and managed by our own school staff and the governing body is responsible for the strategic direction and monitoring of this provision.

The school offers childcare both before and after school.

Breakfast Club

Breakfast Club operates daily from 7.45am to 8.45am for pupils in Foundation 2 to Year 2 (Classes 2-10) in the school hall. The children are welcomed by members of our own staff and a register is completed. Children who arrive before 8.20am are provided with a healthy nutritious breakfast consisting of cereals, muffins or toast, juice or milk and yoghurt. Dietary requirements will be catered for. After eating their breakfast, children enjoy socialising and playing together before the start of the school day in a relaxed and friendly environment. Children are taken directly to their classrooms for class registration.

Sessions can be booked online via the clubs section of the parent's Arbor app and are priced at £5.00 per child per session. Further information about using the Arbor App for this purpose can be found on the [Arbor Booking Guide](#). Booking closes each day at 4.00pm for the following day, subject to availability. Places are limited and all places must be paid for at the time of booking.

Parents who choose to use the Breakfast Club facility must follow the school's terms and conditions which are available on our school website, the Arbor app and as Appendix A of this policy.

After School Club

After School Club operates Monday to Thursday (not Fridays) from 3.30pm to 5.30pm for pupils in Foundation 2 to Year 2 (Classes 2-10) in the school hall. The children are welcomed by members of our own staff and a register is completed. Children who stay after 4.30pm are provided with a snack and drink (not intended to replace the evening meal). Food will consist of snacks such as toast, cheese and crackers, sandwiches, wraps and sausage rolls. Dietary requirements will be catered for. Children participate in a wide range of activities throughout the week in a relaxed and friendly environment.

Sessions can be booked online via the clubs section of the parent's Arbor app and are priced at £5.00 per hour for each child. Further information about using the Arbor App for this purpose can be found on the [Arbor Booking Guide](#). Booking closes each day at 11.30pm for the following day, subject to availability. Places are limited and all places must be paid for at the time of booking.

Parents who choose to use the After School Club facility must follow the school's terms and conditions which are available on our school website, the Arbor app and as Appendix A of this policy. This includes terms and conditions for late collections.

Contacting the Breakfast Club and the After School Club

The school office should be contacted for any enquires during the school day via telephone on 01430 873159 or by email to mwis@eastriding.gov.uk or via the Arbor App.

Both the Breakfast Club and the After School Club have a direct telephone line to be used in an emergency only before the school office has opened or after the school office has closed. The number is 07344 308606.

Childcare Vouchers

We accept childcare vouchers to pay for the Breakfast and After School Club. Please be aware of the following:

- Voucher payments must be received in advance; bookings with vouchers cannot be made until the credit has been allocated to your account.
- If you have already used your vouchers, any extra additional days required must be paid for when booking.
- The school is able to provide information to the relevant authorities for parents claiming working family tax credit.

School Registration Numbers: DFE Number: 811/2882 URN: 117912

Tax-free Childcare HMRC Link - [Childcare Choices](#)

Childcare Grant Payment Service Ref - **CCG2542227** (for parents who are studying)

Behaviour

The school's [Behaviour Policy](#) will be followed within the Breakfast and After School Club. All members of the Club, including staff, parents, children and visitors are expected to treat each other with respect. Bullying will not be tolerated. Staff will discuss with parents any behaviour issues relating to their child that need to be highlighted. If a child has 3 warnings

within a half term or a serious incident has occurred, the school will have the right to refuse further bookings for a given period of time or indefinitely.

Safeguarding

Our school's [Strategic Child Protection and Safeguarding Policy](#) will extend to the Breakfast and After School Clubs. This means that we follow the statutory guidance [on Keeping Children Safe in Education](#). All staff receive safeguarding training and know the identity of the designated safeguarding lead (or deputies) and how to contact them. We make sure all staff, including volunteers, have obtained an enhanced Disclosure and Barring Service (DBS) check. We have appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly and we follow the safeguarding and welfare requirements within the [Early Years Foundation Stage statutory framework](#).

We are committed to providing a safe and secure environment during our wraparound childcare. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:15 in both Breakfast and After School Clubs.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password may be required which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child, that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be locked to ensure security at all times.
- Children should use the closest toilets to the hall (Foundation Stage 2 toilets). These toilets should be cleaned only after the children have left.
- Staff will have an appropriate first aid qualification.

Food and hygiene

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use.
- The floor should be wet and dry mopped if there are any spills with appropriate signage used.
- Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser will be available at all times.
- Children should not be allowed in food preparation areas.
- The kitchen area should be free of contamination and all surfaces should be in good repair.
- Staff preparing food will always adhere to personal hygiene recommendations.
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned.
- All food and drink should be stored correctly and used within the recommended use by date.
- Any staff hot drinks should be in a travel mug.

Policies

The Club will follow the school's policies in all matters. This includes policies for Health and Safety, First Aid and Child Protection. All staff are fully trained to meet the necessary requirements. Copies are available on the school website or by request at the office. The school has the necessary Employers Liability Insurance in place for the wraparound care outlined in this policy.

Complaints

We are committed to working closely with parents and carers for the benefit of the children. No problem is too small and can often be prevented from becoming a bigger issue if you discuss it with us straight away. Legislation requires us to have a clear complaints procedure in place for parents and carers. If you have a complaint, you should follow the school's [complaints procedure](#) as set out below:

Complaints procedure

1. Speak to a member of staff who will listen to your concerns and will follow up issues arising.
2. If you are not satisfied with the response, please contact the school office to make an appointment with the Head Teacher.
3. If you continue to feel that your issue has not been resolved then you can write to the Chair of the School's Governing Body, Mrs Lazenby. Hand in your letter at the school office for Mrs Lazenby and mark it "Confidential".
4. Ultimately, if you feel that your complaint has still not been addressed, you should request that your matter is dealt with by the Governing Body's Complaints Committee. You will then be advised of any further steps to take.

Date of Policy: December 2024

Appendix A: Terms & Conditions

In order for the Breakfast Club and the After School Club to run efficiently and safely, we need to make you aware of the following procedures:

Breakfast Club

- All places for the Breakfast Club must be booked and paid for in advance using the Arbor App. Booking closes at 4pm for the following day.
- Places are limited and allocated on a first come, first served basis.
- We will not allocate a place without prior booking.
- Children will not be admitted to the club if fees are outstanding.
- Children must be delivered to the Breakfast Club by an adult, from 7.45 am onwards. If you arrive earlier than this, you will need to wait with your child. Please do not let children make their own way to main entrance.
- There is a special doorbell dedicated to the Breakfast and the After School Club near the main entrance. Please ring and a member of staff will come to collect and register your child.
- Please do not use the school car park when dropping off your child.
- The ratio of staff to children will not exceed 1:15 and there will always be more than one member of staff.
- The Breakfast Club has a direct telephone line to be used in an emergency only. The telephone number is 07344 308606.

After School Club

- All places for the After School Club must be booked and paid for in advance using the Arbor App. Booking closes at 11.30pm for the following day.
- Places are limited and allocated on a first come, first served basis.
- We will not allocate a place without prior booking.
- Children will not be admitted to the club if fees are outstanding
- Children will be taken by a member of staff to the After School Club.
- The After School Club will operate from 3.30pm to 5.30pm. You may collect your children anytime during this period. There is a special doorbell dedicated to the Breakfast and the After School Club near the main entrance. Please ring to alert a member of staff from the After School Club.
- All children must be collected and signed out by an adult. No children will be allowed to leave the school site on their own, or be collected by other children. Please let staff know if a different adult is collecting your child.
- All children must be collected by 5.30pm.
- Please do not use the school car park when collecting your child.
- The ratio of staff to children will not exceed 1:15 and there will always be more than one member of staff.
- The After School Club has a direct telephone line to be used in an emergency only. The telephone number is 07344 308606.

Late Collection Procedure

- Before 4pm, please inform us of a late collection by calling the school office on 01430 873159, emailing us (mwis@eastriding.gov.uk) or use the Arbor App.
- After 4pm, contact the After School Club direct on 07344 308606 as soon as possible.
- All children must be collected by 5.30pm. If a parent/carers is late collecting their child (after 5.30pm) a charge of £10.00 per child will be made to cover the cost of staffing. The cost will be automatically charged to your child's account or you will be contacted should there be insufficient funds available. Should the cost not be met, the school will have the right to refuse admission to the Club.
- If late collection occurs three times, the school will have the right to refuse further bookings.

Childcare voucher/payment schemes

In line with government guidance to help make childcare affordable for parents, the school accepts childcare vouchers to pay for the Breakfast and After School Club. Parents should be aware of the following:

- Voucher payments must be received in advance; bookings with vouchers cannot be made until the credit has been allocated to your account.
- If you have already used your vouchers, any extra additional days required must be paid for when booking.
- The school is able to provide information to the relevant authorities for parents claiming working family tax credit.

Cancellations

- You can cancel a booking by emailing the school office or sending a message via the Arbor App at any time.
- For a refund for your booking, you must contact us in writing **by 10.00am the day before the booking**. Cancellations without the correct notice will still be charged for.
- Cancellations without the correct notice due to an emergency may be refunded with school business manager approval.

Behaviour

The school's Behaviour Policy will be followed within the Breakfast and After School Club. All members of the Club, including staff, parents, children and visitors are expected to treat each other with respect. Bullying will not be tolerated. Staff will discuss with parents any behaviour issues relating to their child that need to be highlighted. If a child is warned three times within a half term or a serious incident has occurred, the school will have the right to refuse further bookings for a given period of time.

Safeguarding

School staff have a duty by law to take action if they suspect that a child may be subject to any form of abuse and report their concerns to the appropriate authorities. Concern is first and foremost for the welfare of the child. Before and After School Club staff will report any concerns to the appropriate safeguarding authorities.

Policies

The Club will follow the school's policies in all matters. This includes policies for Health and Safety, First Aid and Child Protection. All staff are fully trained to meet the necessary requirements. Copies are available on the school website or by request at the office.

Pupil Information

The Breakfast Club and After School Club use contact details and medical information from current school records. Parents are responsible for ensuring they inform the school office of any changes to pupil information. Only pupils attending Market Weighton Infant School are eligible to attend the Breakfast and After School Club.