



## **POLICY STATEMENT FOR LOXWOOD SCHOOLS WRAPAROUND CARE CLUB, WOODPECKERS**

**Date of Policy: December 2020**

**Review: July 2021**

Loxwood Primary School After School Club, (Woodpeckers), established in January 2021 as part of the government Extended Schools Initiative, to help meet the needs of our pupils, parents and the wider community. Initially, the club will only run from Monday – Thursday afternoons from 3.15pm – 5.30pm and will increase days and incorporate a breakfast club when staffing and numbers allow.

The Club is committed to equal opportunities. No child who uses the Club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

### **AIMS**

To provide a secure, safe and welcoming after school facility for children whose parents are unable to collect their children at 3.15pm.

### **OBJECTIVES**

- To provide a secure, safe and welcoming environment for pupils
- To provide an affordable service for working parents and carers
- To enable pupils to eat a healthy snack after school in a pleasant, relaxed environment
- To employ competent supervisory staff.

### **CHARGING POLICY**

- Charges for the Woodpeckers Club, will cover the cost of staff engaged to provide extended activities and the healthy food provided
- Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services
- There may be circumstances or occasions when the school allocates a place at Woodpeckers Club to a child. In this instance, the cost would be subsidised from wider school budgets. Any parent wishing to access this should speak to the school office initially.
- You will be charged for the hours you have booked in, not the hours your child attends.
- We require 48 hours' notice, in writing, for cancellations
- A late fee of £1 per minutes will apply if children are not collected by 5.30pm

### **PROCEDURES**

#### **Staffing**

- There are a minimum of two members of staff on duty
  
- The Headteacher and/or other members of school staff are on site during operating hours

- The staff at The Woodpeckers Club are also employed by the school and have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development

#### Contingency Arrangements for Staff Absences and Emergencies

- If a member staff is absent, they must inform the Woodpeckers Club Leader and/or Headteacher before 7pm. Cover will then be arranged, or preferably the evening before
- There are several members of school staff who may be called to cover at short notice

#### Booking arrangements

- Woodpeckers has places for a maximum number of children dependent on a staff:pupil ratio and dependent on age range
- All parents/carers are required to complete a registration form
- The registration form will remain active for the duration of the child's time at Loxwood Primary School, but the need for a place at the club must be restated at the end of the academic year, in good time for the start of the next year
- We require one month's notice if a child is withdrawn from the club during the course of the year. A child can only be reinstated with the club providing space is available
- Siblings of existing members should be placed on the waiting list to avoid disappointment in their year of entry to the school. There are no automatic rights to a place
- For each new academic year, priority for spaces will be given to existing club members, providing their intention to continue is made clear by the end of the outgoing academic year. At the start of the year, remaining places will be offered to all applicants on a first come first served basis
- Casual places are available at any time during the year, providing spaces are available and a registration form has been filled in and a registration fee has been paid
- Parents/carers wanting an occasional day must notify the club at least 24 hours in advance to check on availability of spaces
- The charge per session is £6 3:05 – 4:30 and increasing to £12 from 4:30 onwards until closure at 5:30
- Cancellations – we require 48 hours' notice for all cancellations otherwise you will be charged for the hours you have booked.
- It is expected that parents will not go into arrears and any arrears of more than one week, will be referred to the Headteacher and Bursar. The parents/carers use of the club will be reviewed

#### Use of Registers

- Children are registered as they enter the Hall
- The Woodpeckers leader/assistant retains the registers which are kept in the office
- In case of an emergency, all staff and children will evacuate the building. Staff will escort the children to the designated lining up area in the playground and the register taken

## **Organisation**

- The Club is open to all pupils from Reception to Year 6
- It is held in the Hall where food is served and activities are organised
- Reception, KS1 and Years 3 & 4 children are escorted directly from their classroom and are handed over to the club leader. Year 5 and 6 children will walk themselves to the club (unless alternative arrangements are made for specific pupils)
- Pupils are welcomed by the staff, who then register the children. Younger children are assisted with their outer clothing and bags
- Children are asked what they would like to eat and drink
- We will endeavour to encourage the children in healthy lifestyle choices. With this in mind, we will provide the children with healthy options
- Food is served at the table. Emphasis is placed on good table manners and behaviour throughout. The Club Leader will have been trained in Food Hygiene Level 2
- Children are encouraged to have sufficient to drink to ensure adequate hydration
- As each child finishes their food, they are encouraged to clear away their own crockery and cutlery, placing items in the washing up box
- Warm water, liquid soap and anti-bacterial gel are available for the children and staff to clean their hands
- Toilets are available in school, for use by staff and children
- After their food, children may join another table where activities are laid out or choose to play or chat with friends
- The child's details, medical conditions, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office
- The Woodpecker Club Registration Form also contains information about any special dietary requirements and any medical conditions and/or allergies. These are kept in the Club file, together with the daily registers and records of payment
- The school telephone number is used by the Woodpecker Club. In case of emergencies the school mobile can be called 07923 402716

## **Resources**

- Club resources are kept in the Hall Store. There is currently a variety of boxed games and sports/creative activities are available. Team games are also organised and the Club makes use of some school P.E. equipment

## **Communication with Parents**

- A brief, informal chat with parents bringing children to Woodpecker Club is possible, although consideration of others should be given at this busy time

- Written notes to parents may be conveyed through a note for the child to hand to their parent/carer, or a text message if necessary
- Parents may make appointments with the Headteacher to discuss matters pertaining to Woodpeckers Club

### **Emergency Evacuation Procedure**

- Fire: Fire alarm sounds. Exit the Hall and walk to the playground via the path via the field
- Bomb alert: Exit the Hall via the fire door, walk to the far end of the field away from the school building and line up
- The register will be taken and the Headteacher or member of SLT in charge informed when the children are checked and present

### **Illness**

- The club has the right to exclude any child with an infectious disease, for example, sickness and diarrhoea or impetigo, for a period of up to 48 hours or until the child is no longer infectious

### **Medication**

- The Woodpecker Club Leader will not be able to administer any medication

### **First Aid**

- First aid will be administered in line with school procedures, with reference to the Health and Safety Policy
- At least one of the Woodpecker Club staff holds a current first aid qualification

### **Risk Assessment**

- A risk assessment is carried out for Woodpecker Club on an annual basis. A copy is kept in the Club file

### **Confidentiality of Documents**

- Documents relating to Woodpecker Club are treated as confidential and are kept in the Bursar's office

### **Complaints**

- All complaints notified verbally or in writing by a parent/carer of a child attending the Club will be initially investigated by the Woodpecker Leader. The Headteacher will be kept informed and will be involved in the final decision, in line with the school's complaints procedure