



Nansloe Academy Core Purpose (Ethos)

We can all learn and improve, regardless of our differences. We can learn skills to help us to be more effective learners and citizens. These skills help us throughout our lives, not just in school, and enable us to make a positive contribution to society. Our attitudes and behaviour now affect our future success.



Wraparound Care Policy – September 2022

Rationale

Nansloe Academy provides before and after school care to support parents who need wrap-around care for their children. The Academy has a duty to ensure that this service is financially self-sufficient. Should numbers drop resulting in the service becoming unviable, then notice will be given to parents and before and after school clubs closed. Clubs will only run on school days, ie not on INSET days or during the school holidays.

Aim

The primary function of this provision is to support the physical and emotional well-being of the children in our care in the absence of their parents, and to facilitate a smooth transition in and out of school.

Supervision and Safety

- Children will be supervised at all times, ie. within sight or hearing of a member of club staff. All staff are experienced and committed members of the existing Nansloe Academy team and may at times be supported by Plymouth Argyle Coaches. We aim to maintain appropriate staff:pupil ratios (1:14) at all times but acknowledge that, in extraordinary situations there may be a need to have temporary flexibility in this arrangement to prevent last minute closure, causing pressure on working families.
- All staff members and Plymouth Argyle Coaches have safeguarding and first aid training and are DBS checked.
- The school's existing Safeguarding, On-line Safety and Health and Safety Policies apply during club sessions.
- Staff follow our agreed school Behaviour Policy during club sessions. Rewards and sanctions will operate within the clubs in exactly the same way as they do within the normal school day.
- The maximum capacity of each club is 28 children.

Breakfast Club

- This operates from 8.00am until 8.45am each day.
- This facility will only be available to children of school age (ie Reception year to Year 6) who are pupils of Nansloe Academy.
- Children should be dropped at the club via the main school door.
- A simple breakfast of toast will be provided; children should bring their own water bottle.
- The charge for this service is £3 per child per day, regardless of whether the children actually eat breakfast or whether they arrive later than 8.00am.
- Age appropriate activities will be available for the children.



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After School Club:

- This operates from the end of the school day (3.15pm) to 5.15pm each day.
- This facility will only be available to children of school age (ie Reception year to Year 6) who are pupils of Nansloe Academy.
- All children should be collected from the main school door.
- A simple snack of toast, brioche or fruit will be offered to each child. Children should bring their own water bottle.
- The charge for After School Club is £3 per child for the first hour (or part of), and thereafter, £3 per hour charged in 15 minute blocks at £0.75 per block. For example, a child collected at 3.45pm, will be charged £3; a 4pm collection will be charged at £3; a 4.20pm, will be charged £3.75.
- **There is non-cancellation charge of £3 for children who are booked in but do not attend and parents have not cancelled the booking at least one day in advance by email to the hello@nansloe.org.uk email address or by telephone to the school office.**
- If a child is not collected by 5.15pm, there will be a **late charge of £10 per child**. In addition, we will telephone emergency contacts in order of preference as listed on the registration form. At 5.30pm, if no contact has been made, the head teacher will be informed, who will decide on an appropriate course of action.
- Children must only be collected by their parent(s) or by a responsible person (preferably over 16) who the parents have listed on the registration form (attached).
- Age appropriate activities will be available for the children including indoor games, arts and crafts, use of ICT resources and support with homework and reading if the child chooses. Where possible, we aim to give children access to the outdoors.

Booking Wraparound Care

- Sessions must be booked weekly in advance using the online booking forms for Breakfast Club and Afterschool Club, please email hello@nansloe.org.uk to request a link to the online forms. Bookings will be issued on a first come, first served basis.
- We are unable to accommodate on the day booking requests
- The booking window will open in the previous week at 9am on a Monday morning and close at noon on the Wednesday; a booking acknowledgement will be sent by day end on the Thursday allowing parents to make alternative arrangements on the Friday if the facility is fully booked.
- Advance booking is essential for children who have additional support needs which may require an additional member of staff to be present.
- Booked children are given a coloured band after registration in the afternoon. The band has the child's name, class and the time they are booked in for to provide clarity.



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Payment Terms

Parents will be invoiced weekly, in arrears, via ParentPay and payment can be accepted by:

- ParentPay (via the parent's online account)
- By the cash Paypoint facility through ParentPay (please speak to the school office for more information)
- Childcare Vouchers

Please note fees are subject to change, in which case prior notice will be given.

Wrap Around Care Agreement

We ask that all parents and children complete a **Wraparound Care Agreement form**. This details the responsibilities of the school, the parent and the child in ensuring that our wrap around care service runs efficiently and meets the needs of all parties. Please also complete the appended collection and medical information sheet.



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Wrap Around Care Agreement Form

Child.....Date of Birth.....

School

Nansloe Academy agrees to provide:

- A quality child care service before and after school which fulfils the commitments set out in our Wraparound Care Policy September 2022.

Signed.....Mrs L Swiggs, Head of School

Date:.....

Parent

As a parent, I commit to:

- Complete registration form including emergency contact information, medical information and other relevant information and to ensure that this is kept up to date.
- Pay fees promptly, including any late fees or fees incurred from failure to cancel in good time, on a weekly basis.
- Inform the school at least one school day in advance by email to the hello@nansloe.org.uk email address or by telephone to the school office if my child will not require their booked place in After School Club.
- Ensure my child understands that the behaviour and conduct expected during club time is the same as that expected during the normal school day.
- Collect my child by 5.15pm.

Signed.....Name.....

Date.....

Child

I agree to follow the school rules when attending breakfast Club or After School Club.

- Treat everyone well.
- Listen, think and do your best.
- Look after yourself and our school.

Signed.....



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**NANSLOE ACADEMY BREAKFAST & AFTER SCHOOL CLUB
REGISTRATION DOCUMENT**

All children who attend must be registered. Therefore please complete the enclosed form accurately and return it as soon as possible.

The afterschool club staff can be contacted on 07484 913320 between 3.45pm and 5.15pm.

Child's full name: _____

Date of birth: _____ Class: _____

Name of Parent/Guardian: _____

Home phone number: _____ Mobile: _____

Work number: _____ Email: _____

Doctor: _____ Tel: _____

Medical conditions (e.g. allergies or long term illnesses and medication):

Other contacts:

Name and contact number of person/s collecting child from afterschool club, if different from above. (Children will only be allowed to leave with the named person).

Name: _____ Tel: _____

Name: _____ Tel: _____

Name: _____ Tel: _____

I agree to any emergency medical treatment necessary during my child's attendance at the Afterschool Club. I authorise the staff to sign any written form of consent required by the hospital if the delay in getting my signature is considered, by the doctor, to endanger my child's health and safety.

Yes/No

Signed:..... Date:.....