Nelson Academy

Policy: Wrap Around Care

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Approved By: Local Policy

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Nelson Academy Wrap Around Care Policy

Aims:

- To provide a happy, welcoming, safe, and secure environment at the beginning and end of the day where all children are valued.
- To support working parents by providing an affordable, self-sustaining, early drop off and late-pick-up childcare facility for parents/carers during term time.
- Be consistent and reliable to enable parents/carers to have confidence and peace of mind whilst their child is at Breakfast Club and/or After School Club.
- To continue to build positive links/relationships with parents/carers.
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Opening Times:

Breakfast Club (Paid)

Monday to Friday 7:45am to 8:15am. Term time only.

There are currently 40 places available for Breakfast Club. Places must be booked in advance via the Pupil Asset Parent website.

Entry via the main reception area, please sign in upon arrival. Parents/carers should not drop their child/children off before 7:45am as there will be no supervision for children arriving early.

Breakfast Club (DFE Free Breakfast Club programme)

Monday to Friday 8:15am to 8:45am. Term time only.

Places are unlimited at the DFE Free Breakfast Club programme. Places should be booked in advance via the Pupil Asset Parent website, however this is not essential.

Entry via the field gates where children will be met by staff and signed in.

After School Club

We offer two session times (which are priced accordingly):

Monday to Friday 3:15pm to 4:30pm – this option includes a snack and a drink.

Monday to Friday 3:15pm to 6:00pm – this option includes a snack, light meal and a drink.

There are currently 15 places available for each session. Places must be booked in advance via the Pupil Asset Parent website.

Aspens Catering provide all the food for Breakfast and after school clubs, children choose what they would like when they arrive at breakfast and before afterschool club.

Parents may collect their children at any time within the slot they have booked. For example, a child booked in until 6:00pm can be collected any time up until 6:00pm.

Late Collection from After School Club:
You must collect your child by 6:00pm Monday to Friday as per your original booking. Late collection will incur a penalty fee of £3.00 for every 15 minutes or part of 15 minutes after closure of the club.

If your child is booked in for part of the session (i.e. until 4:30pm) and is collected late, the next full session fee will apply i.e. an additional £5.

INSET Days:
Breakfast Club and After School Club will not operate on staff development (INSET) days.

Admissions:
These clubs are fully inclusive for children from Reception to Year 6.

Any parent/carer with a child that has any additional or special needs should contact the school office before making any bookings. This is so that appropriate staffing is in place to support any child to appropriately attend the clubs.

Any parent/carer with a child that has a medical condition should notify the school office and complete a form before making an initial booking. This is so that any child can be appropriately supported in the club.

Any parent/carer with a child that has an allergy should notify the school office. This is so that any child can be appropriately supported within the club.

Charges:

The clubs must be sustainable. The cost per child will cover staff costs, administration, catering and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session.

Breakfast Club September 2026 – per session: £2.00

After School Club 3:15pm to 4:30pm – per session: £5.00

After School Club 3:15pm to 6:00pm – per session: £10.00

Late collection will incur a penalty fee of £3.00 for every 15 minutes or part of 15 minutes after closure of the club.

If your child is booked in for part of the session (i.e. until 4:30pm) and is collected late, the next full session fee will apply i.e. an additional £5.

Staff who work at, and have children who attend the Nelson Academy, may also book placements to attend Breakfast Club and After School Club. They will be charged at the same rate as parents/carers.

Childcare Vouchers:
As our Wrap Around Care Clubs come under the HMRC umbrella of registered childcare, we can accept 'salary sacrifice' childcare vouchers to pay for clubs and activities – please contact the academy office (office@nla.eastern-mat.co.uk or 01366 383824) for more information. The Tax Free Government scheme can also be used to make payment; bookings for these children need to be made directly with the office team.

Booking and Payment Arrangements:

Booking and payment should be paid in advance weekly, monthly, half termly or termly before the first day of attendance on the Pupil Asset Parent website.

All bookings should be made in advance:

Breakfast Club (Paid and Free) – by 7:00am on the day required

After School Club by 1:30pm on the day required

This will enable sufficient staffing and catering arrangements to be made.

secure.pupilasset.com If you need help with this, please contact the school office.

After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child/ children will not be able to attend.

If the club is used in an emergency or one-off basis payment must be received on the day. Both clubs reserve the right to prevent any child's attendance to the club if, at any time, they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast Club (Paid) and After School Club where numbers are insufficient; fees in this case would be refunded.

Location of Breakfast Club:
Breakfast Club sessions are held in the main hall. The school's kitchen is used to wash tableware. The equipment and foods are kept in the school's kitchen. Staff ensure that all areas are left clean and tidy at the end of a session.

Location of After School Club:
After School Club sessions are held in the school's SRB (located to the right of the main reception as you enter the school). Food is kept in the school's kitchen. Staff ensure that all areas are left clean and tidy at the end of a session.

Behaviour:
The School Policy and rules regarding behaviour are followed to ensure consistency for the children at these clubs. If a child continually behaves inappropriately, the school reserves the right to withdraw the place.

Communication with Parents:
Occasionally, Breakfast Club or After School Club will feature in the school's monthly newsletter. Letters, Class Dojos or texts will be sent home at the end of the school day regarding Breakfast Club and After School Club, if parents need to be informed of anything. Parents can contact After School Club directly on 07395 960300.

Staffing:
Breakfast Club is supervised by:
Mrs Innes - Breakfast Club Play Worker/Extended School Support
Mrs May - Breakfast Club Play Worker/Extended School Support

After School Club is supervised by:
Mrs Barnes – After School Club Play Worker/Extended School Support
Mrs Clark – After School Club Play Worker/Extended School Support
Mrs Clarke – After School Club Play Worker/Extended School Support
Mrs Galley – After School Club Play Worker/Extended School Support
Miss Knapp – After School Club Play Worker/Extended School Support
Mrs Whiting – After School Club Play Worker/Extended School Support

They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all the equipment required to run both clubs. All food is prepared by Aspens Catering daily.

In addition to Breakfast club staff, other school staff members are on site from 7.00am onwards. During After School Club, other school staff members remain on site from 3:15pm.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring the Principal or Operations Officer who will arrange any necessary cover.

All staff have a DBS check. Staff are identified by a lanyard with their photo and name.

Breakfast Club (Paid) Routine:

- Children should enter Breakfast Club between 7:45am and 8:15am via the main reception entrance at the front of the school.
- Children should register on the electronic InVentry sign in.
- Once they have eaten, staff will clear their cup and plate away from the eating tables and take them to be washed up.
- During their time at the club children will have the choice of activities in which they may wish to participate.
- Children will only use the toilet in the main hall.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children to their classroom at the end of Breakfast Club.

Breakfast Club (DFE <u>Free</u> Breakfast Club Programme) Routine:

- Children should enter Breakfast Club from 8:15am via the gates on the main field and coming into the school building.
- Staff will register children's attendance on the InVentry sign in system
- Children will walk through school to the hall and kitchen serving area.
- Once they have eaten, staff will clear their cup and plate away from the eating tables and take them to be washed up.
- During their time at the club children will have the choice of activities in which they may wish to participate.
- Children will only use the toilet in the main hall.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children to their classroom at the end of Breakfast Club.

After School Club Routine:

- Children are taken to After School Club by their class staff.
- Children register with a member of After School Club upon arrival on the InVentry Sign In system.
- During the session, children will have a choice of activities to participate in. Weather permitting, this may include going outside.
- Once they have eaten, staff will clear their cup and plate away from the eating tables and take them to be washed up.
- Children will use the SRB toilets exclusively.
- The staff will prepare children and their belongings to be picked up at the relevant time.

Resources:
Breakfast Club has its own supply of craft resources, games, and tableware. This is kept in the school hall where the club takes place. After School Club resources, games and tableware are kept in the SRB. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:
The school values any parental or pupil opinions and welcome feedback about how the clubs are run. Please talk to the appropriate club staff or make an appointment to speak to the Principal.

Complaints Procedure:
Any complaints by a parent/carer regarding wrap around care should follow the school complaints procedure. A copy is available to view online https://www.eastern-mat.co.uk/attachments/download.asp?file=899&type=pdf or a copy can be requested via the main school office.

Cancellation of Wrap Around Care:
Cancellations would be due to school closure due to adverse weather conditions, problems with the building etc. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text, ClassDojo or phone by 7:30am
- School closures are reported locally on BBC Radio Norfolk.
- School closures are reported online at Norfolk County Council http://www.disruptions.norfolk.gov.uk/nccclosures_schools.html

A credit or refund will be made available linked to any days cancelled by the school.

Cancellation by Parents/Carers:

Refunds will be considered upon written cancellation by a parent/carer of the child.

Breakfast Menu:
Our selection of food aims to be a healthy balance. Children can choose one item with a drink. They can choice whether to have food or not, although they are encouraged to do so.

Menu
Cereal
Hot Bread item
Yoghurt
Fruit
All served with a drink of either milk, fresh apple juice or water.

Parents/carers are required to contact the school office with details of any specific dietary requirements a child has.

After School Menu:
Afterschool club early snack is either assorted traybake or crumpet served with a drink.

Afterschool club late meal as follows:
Monday – Pasta and Sauce
Tuesday – Pizza Slice (Cheese and Tomato)
Wednesday – Cheese Toastie
Thursday – Beans on Toast
Friday – Cheese Toastie
All served with a drink

Activities:
Each child is encouraged to make their own choices regarding the activities they choose to participate in. Both clubs offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums.
- Crafts using a wide variety of textures and materials.
- Construction and Lego toys
- Board games

Emergencies:
As part of the booking form parents/carers will be asked to complete emergency contact numbers to enable Wrap Around Care staff to contact them in the case of an emergency.

If parents/cares need to contact After School Club after 4:30pm, the direct number is 07395 960300.

Fire Procedures:
In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the school's emergency fire and evacuation policy.

Health and Safety:
Wrap Around Care is run by the school and the existing Health and Safety Policies will be followed. The hall area and SRB will be checked regularly by staff to ensure the safety of the children.

Risk assessment:
A separate risk assessment has been completed for Breakfast Club sessions and activities. The After School Club will also have a separate risk assessment.

Equal Opportunities:
Breakfast Club and After School Club will take positive steps to ensure that provision is made for a safe, caring, and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families with be treated with equal concern and value.

Safeguarding:
In accordance with Safeguarding policies and procedures, all staff involved in the running of the Wrap Around Care will have current DBS clearance. These records are held centrally at Eastern Multi Academy Trust.

Breakfast Club and After School Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Where ICT equipment is used, staff and children must also follow the school's e-safety and acceptable use of ICT policies and procedures.

Policies and Procedures:
Wrap Around Care will follow the school's own policies and procedures and these are available from the school office or online
https://www.nelsonacademy.co.uk/page/?title=Policies+and+Documents&pid=18

Accidents:
Accidents will be treated by a trained first aider and the accident will be recorded on Smartlog – with parents receiving an e-mail to confirm details. Wrap Around Care will follow the school's First Aid Procedures.

Medication:
Inhalers are kept in the classrooms. If a child needs their inhaler, then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Policy Review:
This policy will be reviewed and evaluated by the Principal and will be reviewed every year.

Sarah Wilson – Principal – September 2026