Ravensden Church of England Primary Academy

Headteacher: Mrs A Spyropoulos

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Wrap Around Policy

Ravensden Primary Academy is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club.
These clubs may be attended on a fulltime or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability and must be booked via Parent Mail two weeks in advance of the session. We appreciate that sometimes there will be the need to use the care with less than the required notice given. In this instance there will be an additional charge incurred.

This wrap around provision is an extension of Ravensden Primary Academy and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour.

THE SCHOOL - We will endeavour to:

- provide a safe, stimulating and happy environment.
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child.
- provide breakfast and/or afternoon snacks and drinks.
- inform you of any concerns which may affect your child's progress or behaviour.
- ensure equality of opportunity in all activities.
- be open, welcoming, and available to discuss your child's individual needs.
- contact you if there is a problem with your child's health, wellbeing or behaviour.
- encourage children to take care of their surroundings and others around them.
- always ensure confidentiality.

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others.
- demonstrate the school's values.
- respect the feelings and beliefs of others.
- be responsible for all resources and help to keep my school tidy and safe.
- ensure a happy environment for all and HAVE FUN!

THE PARENTS – We will endeavour to:

- ensure that our child only attends sessions that are booked in advance.
- ensure that sessions are paid for at the time of booking, unless using childcare vouchers or pupil premium entitlement.
- ensure that our child is dropped off and/or collected on time by an adult.
- contact the school if our child is going to be absent from a session.
- contact the school promptly if there is a change in adult arrangements or collection times.
- support and adhere to the Wraparound Care Policy.
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour.
- by using the wrap around care, agree to the terms and conditions as stated in this policy.

Opening Hours and Fee Structure

Ravensden Primary Academy Breakfast and After School Club:

- The breakfast club session (8am-8:45am) is £6 and is inclusive of breakfast and a cold drink.
- The first after school club session (3:20pm/3.30pm-4.15pm) is £6. The second session (4.15-5pm) is an additional £6.
- In an emergency, ad hoc bookings must be made within 48 hours via the email **asc@ravensdenprimary.org**.
- All ad hoc bookings will incur an additional fee of £3 per session/per child. *Please note - additional bookings will not be made unless confirmation is received from a member of staff.
- Sessions must be booked 2 weeks in advance via Parent Mail.
- After School Club on a Friday will finish at 4:15pm. It can be arranged until 5pm if needed, with 48 hours notice.
- There will be no After School Club on the last day of each term, i.e. Christmas, Easter and summer, due to early school closure.
- Will be closed during the holidays including bank holidays and INSET days.
- If children are in receipt of pupil premium funding, parents are able to claim 5 free sessions per week (45 mins per session) of the club if needed.

Late Collection from After School Club and Associated Fines

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late from the end of the school day / the After School Club.

Timings	Fee
10 minutes after 3:15pm / 3:20pm / 3:30pm	£6 initial charge (£3 per 15 minutes thereafter)
After 4:15pm	£6 (covers up to 5pm)
Past 5pm	£6 per 15 minutes

Food Provision

Both Breakfast and After School care provide food for your child unless directed otherwise by the parent in writing. Our Wraparound Care staff are aware of the School Food Standards and have received the required training in Food Hygiene. Both the Breakfast and After School care team will provide food that meets the School Food Standards.