



Dovelands

Primary School

THE PARAKEETS

WRAPAROUND POLICY AND PARENTAL AGREEMENT

January 2025

Core Aims

To provide a welcoming, enjoyable, safe and secure environment for pupils to have Wraparound Care before and after school hours.

Introduction

The Parakeets is run by Dovelands Primary School and exists to provide quality out-of-school hours childcare for our families. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer.

The care operates throughout the year, excluding the school Christmas holidays and teacher training days, between the following hours:

07:30 – 08:40 (Term Time)

15:10 – 17:45 (Term Time)

Costs for each session from January 2025:

<u>Session Timings</u>	<u>Cost per session</u>
Breakfast Club from 07:30	£5
Aftercare Club from 15:10- 16:30	£5.30
Aftercare Club from 15:10-17:45	£14.00

All parents/carers must complete a registration form for each child attending the sessions and sign the parental agreement to confirm that they will adhere to the terms of this policy.

Admissions

- Only children attending Dovelands Primary School are eligible to attend this provision.
- All places are subject to availability.
- The registration process must be completed prior to the child starting any sessions.
- The provision leader will be made aware of the details of a new child and will inform colleagues.
- Children's attendance is recorded in a register.
- Admissions to the Parakeets' are ranked using the following priorities:

Priority 1

Children who currently attend the provision who wish to change their days or add extra days to their bookings.

Priority 2

Children who are new to Dovelands Primary School from Foundation 2 to Year 6 who already have a sibling within the provision.

Priority 3

Children/ families who are completely new to Parakeets from Foundation 2 to Year 6 who do not have a sibling within the provision. These will be added to the waiting list in order of application.

Where we receive a bulk of applications, such as for Foundation 2 pupils at the start of the new academic year, they will be allocated based on our ability to fulfil the request as fully as possible based on the spaces we have available. Where this is also the same, applications will be drawn randomly.

Booking places

- Parents/carers will be asked to complete a registration form which will also allow you to select the sessions you wish to book.
- Bookings can only be made on a regular weekly booking, we are unable to accommodate changes in bookings across different weeks.
- Bookings can be viewed and paid for online using your ScoPay account. All pre-booked places will appear as an amount owed in your ScoPay account.
- For parents/carers using childcare vouchers or Tax-Free Childcare payments, please let us know on the registration form. A member of the school team will be in contact to obtain any further information as required.

Where extra sessions are required, parents should contact the provision manager via email to enquire, giving at least 48hrs notice. Children will not be accepted for extra sessions on the day due to insufficient adult:pupil ratios.

Cancellations

- If you wish to permanently change or cancel your child's place at this provision you will need to complete the cancellation form giving The Parakeets Provision at least four weeks' notice. We are unable to guarantee that changes for extra sessions can be accommodated.
- Places cannot be cancelled on an adhoc basis.

Pricing Policy

- It may be necessary to review and amend the fees - at least one calendar month's notice will be given of this.
- All account fees are to be paid in advance and online through ScoPay so that accounts do not fall into debt. Where payments for bookings are not made we will make contact with the parent/carer to request payment. We reserve the right to withdraw a place, should payments not be made for sessions.
- No refunds will be given for non-attendance, which includes when a child is absent due to illness.
- Your order history and future bookings are available to view within your ScoPay account. Bookings will be placed onto your account approximately every fortnight and you will be emailed to inform you once they are on. Your account will need to be in credit by the time that block of bookings begins.
- If a child leaves the provision they are unable to join again until all outstanding fees are paid. This also applies to any siblings who may not currently be at the provision.
- All payments are non-refundable.

Staffing

- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- The club will be staffed at a maximum ratio of 1 adult for every 12 children for the after school and for every 15 children for the breakfast club.

Arrivals and Departures

Breakfast Club

- Parents/carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without completion of the relevant form) and are to hand their child/ren over to the member of staff on the Parakeet's gate on Eastfield Road.
- At the end of the session, KS2 pupils will be dismissed into the school. KS1 and Foundation children will be escorted by a member of staff to their classroom.

After School Care

- Registers will be provided to The Parakeets' staff each day to ensure staff know whether pupils have attended school that day.
- Parents/carers must call the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from The Parakeets' provision.
- Children from Foundation and Key Stage 1 will be escorted from their classroom to The Parakeets by their teacher or teaching assistant. KS2 children will make their own way to The Parakeets' base for registration at the end of the school day.
- Parents/carers are to collect pupils via the KS2 playground gate on Eastfield Road and from the Parakeets' classroom base in the playground when it is wet.
- Parents/carers are responsible for collecting pupils from after care (we will not release pupils without a named adult). Children cannot be collected by anyone under the age of 16.
- Children will not be allowed to leave the provision alone.

Provision

- A range of activities will be planned for the pupils depending on their interests and needs.
- After School Care provision is planned for by our Provision Leader and provides opportunities for pupils to participate in a range of different activities. Further information about the activities on offer can be obtained from the Provision Leader.

Food & Drink

Breakfast will be available from 7:30-8:20am to all children booked in to the club. A small, healthy snack will be provided after school to all children booked in. If your child has any dietary requirements, please specify this on the registration form.

Children with additional needs

We recognised that some children have additional needs to physical disabilities that requires particular support and assistance. We will assess the individual needs of each child in consultation with their parents/carers prior to them attending the club and will make reasonable adjustments to ensure that children can access our provision.

Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be instances where we cannot. We will work in partnership with parents, carers and wider school staff to look at the child's individual needs.

Late and/or uncollected child

The Parakeets understand that there may be a very rare occasion where, due to unforeseen circumstances, families may be unable to collect their child on time. Under these circumstances, we ask that families always contact us to estimate their arrival time or to arrange collection by a different adult. Where families have arranged for their child to be collected by a new person, other than those familiar to staff, we will use a password system to allow your child to be collected.

If parents/carers are going to be late, they must:

- Call the provision as soon as possible to advise of their situation.
- Agree a safety password with staff in advance to be used by anyone collecting a child who is not the parent.
- Ask a designated adult to collect their child wherever possible.
- Inform the provision of this person's identity so they can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by the situation.
- If the designated person collecting the child is not known to staff, families must provide a detailed description of this person, including their full name. This designated person must know the individual child's safety password in order for the child to be released.
- Persistent lateness will not be tolerated and your child may lose their space if they are not collected by the agreed time.

If a child has not been collected from the after school club:

- Staff will contact the named parent or carer.
- If no contact can be made with named parents or carers, staff will contact one of the nominated persons listed in the 'additional contacts' or 'collection arrangements' sections of the child's registration form.
- Two members of staff will remain on site with the child (if outside normal operating hours).
- Staff will telephone all contact numbers available until contact is made. These calls will be logged on a full incident record.
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child as necessary.
- In the event of no contact being made after 15 minutes, the person in charge will ring the Head or Deputy Headteacher and follow their advice, which may include contacting the Local Authority's Children's Social Care team, and act on their instructions.

Late Collection Charges

Parents/carers will be charged at a rate of £5 for every 10 minutes late or part thereof. This charge will be payable online via ScoPay.

Emergency Closure

If the provision was to close at short notice due to very exceptional circumstances i.e. no heating, burst water pipes, a full refund will be given for the day(s) the club is closed. In the rare event of a closure, parents will be contacted so please ensure that contact numbers are up to date.

Behaviour

Whilst attending The Parakeets, children are expected to follow the school's Behaviour and Relationships policy. Staff will consult with Senior Leaders at school to formulate clear strategies for dealing with persistent inappropriate behaviour, in line with our school policy.

Where persistent unacceptable behaviour, results in distress or disruption to the adults or children at the provision, we reserve the right to withdraw the offer of a place.

First Aid

- All incidents are dealt with by a qualified first aider. Families of any child who becomes unwell during the session will be contacted immediately.
- All accidents will be recorded in an accident book with the slip being sent home at the end of the session.

Medical conditions

- It is the responsibility of the parents/carers to inform The Parakeets' staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's/carer's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's/carer's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written as the original plan will be shared with staff.

Contact information

Any booking enquiries must be made via parakeets@dovelands.leicester.sch.uk and not to staff on the gates.

Emergency contact, such as late collection, can be made via a telephone call to 07960 006304. This phone is only monitored during the hours that the provision is open.

Whole School Policies for Dovelands Primary School are also applicable to The Parakeets.