



Ridgeway Farm CE Academy Wrap Around Care Policy

Core Aims

- To provide an affordable childcare facility for parents and carers
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.

Introduction

Ridgeway Farm CE Academy Wrap Around Care is run by Ridgeway Farm CE Academy and exists to provide high-quality out-of-school hours' childcare, run by school staff for families who attend our school. We aim to provide a range of stimulating and creative activities in a safe environment, within the ethos of Ridgeway Farm CE Academy.

This parental agreement sets out important information for families regarding their child(ren) attending our before and after school clubs (wrap around care).

Admissions

- Only children attending Ridgeway Farm CE Academy are eligible to attend Wrap Around Care sessions at the school.
- Places are provided on a strict first-come-first-service basis.
- Where required, a waiting list will be maintained by the club
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- School staff will not be given priority over 'community children', however they can take a place if it is available and continue to hold that place regardless whether there is a waiting list is formed in the future.
- Children's attendance is recorded in a register.

Special Educational Needs

- We welcome participants with learning and physical needs, where possible if staff ratios allow.
- The club is fully equipped to manage a wide range of physical abilities.



Believe ~ Learn ~ Grow

- Every effort will be made to cater for those with special needs; where appropriate activities may be adapted.
- Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be some instances where the club cannot. We will work in partnership and liaise with the schools SENCO to look at the child's individual needs.

Withdrawing an offer of a place

- We reserve the right to withdraw an offer of a place in the following circumstances:
- Unacceptable behaviour resulting in distress or disruption to adults or children at the provision.
- Where such circumstances occur then the DBAT exclusions policy will be referred to.

Opening Times

Before School Club

- The provision is open from 7.30am – 8.40 am and 3.15pm – 6.00pm during term time only.
- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the main front door of the Office unless told differently by school staff.
- Children will be escorted to their classrooms at 8.35am by the club staff.

After School Club

- The After-School Club will provide a range of new and exciting activities/experiences during the school academic year for the children attending.
- The club environment will be set out to provide the children with a variety of areas in which they can explore.
- Children will be collected from the afterschool clubs they are attending and taken back to Wrap Around Care.
- Parents/Carers are required to collect their child from the main front door of the school and sign the child out once the handover has been completed by the staff member.
- The provision provides a balanced snack (please note that this is not a substitute for an evening meal) drink and activities for children after school.



Snacks

- The Provision offers a variety of snacks, including fresh fruit and vegetables. Children have access to drinking water throughout the session.
- Any food allergies/dietary requirements etc. must be informed at the time of booking.
- Children are not permitted to bring their own food to Wrap Around Care provision. However, we will endeavour to support children with any specific dietary requirement.

Bookings

- Bookings must be made on ParentMail.
- A registration form must be completed in full, providing contact names, telephone numbers, children's doctor, allergy information, and special requirements. The club must be notified immediately of any changes to these details, including contact numbers should we need to contact you in an emergency. Children cannot be accepted into the club without a signed registration form and contract.
- Bookings must be made in advance. Parents/Carers may request extra sessions if required; the provision will try to accommodate these depending on staff-to-child ratios. Parents/Carers must call to check for spaces as we may be unable to accept children on the day.
- Cancellations must be made at least 24 hours in advance via ParentMail (or by contacting the school office). If less than 24 hours' notice is given, the session will still be charged in full.
- The Wrap Around Care provision follows statutory guidance on staffing ratios (generally 1:8 for children under 8 years old, and 1:10–1:15 for older pupils).

Absences

- If children are absent from school or collected from school, parents must inform Wrap Around Care via the school office.
- If children are attending school but will not be attending Wrap Around Care, it is the parents' responsibility to advise the provision. If less than 24 hours' notice of cancellation is given, the booked session will still be charged in full.
- If children are absent due to illness, the provision should be informed as soon as possible. In cases of sickness/stomach bug, children must not return until 48 hours after the last episode.
- If children are absent from school or collected from school, please let Wrap Around Care know by informing the school office.
- If children are attending school but will not be attending Wrap Around Care, then it is the parents' responsibility to advise the provision and they will still be charged for that place.



Behaviour Policy

- We expect all children to have good conduct and standards of behaviour in the club as they do in school. The School's behaviour policy applies to the wrap around clubs.

Photographs

- At times we may take photographs within the club. These images may be used for newsletters, to promote the club, on our website, or on the School's social media pages. Please can you inform a staff member if you do not want photos of your child to be displayed.

First Aid/Accidents

- It is important to realise that at times when children are playing "playground accidents" can happen. For this reason, we have staff that are qualified in administering first aid.
- Any minor accidents will be dealt with and recorded. The parent/carer will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and the parents will be informed immediately.
- Medication can be administered online with the school's 'Medicine in School' policy requiring parents to complete a 'Request and Consent for the Administration of Medication in School' from available from the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and clearly marked with your child's name.

Illness

- If children are ill during a session, the parent will be contacted. If children suffer from an infection, or infectious illness the club will ask the parents to collect the child immediately, with the understanding that children will only be accepted back at the provision when they are fit. Please note that 48hrs is the requested time for sickness/stomach bug. This action is necessary for the protection of other children from infections and illness. The provision needs to be informed if children are not attending due to illness.

Child Protection/Safe Guarding Children

- We take our responsibility for child protection seriously. All staff are aware of child protection issues and recognises signs of abuse, as well as procedures for referring them to our Designated Safeguarding Lead who will make the necessary referrals to the local authority. We also have a child protection policy in operation.



Emergency Closure

- If the Provision is closed at short notice, due to very exceptional circumstances i.e. no heating, burst water pipes etc, a full refund will be given for the day(s) the club is closed. We are unable to give refunds if the club is open and the parents make the decision not to send their children. In the rare situation of an emergency closure, the Wrap Around Care staff will contact the parents, therefore please ensure that contact numbers are up to date on the registration forms.
- In adverse weather conditions please check on the school's website for opening information

Equal Opportunities

- The provision is committed to equality of opportunity for all.
- We are committed to provide the appropriate support where necessary to ensure integration.
- We recognise all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be dealt with sensitively.

Complaint Procedure

- If you have an issue or problem with any aspect of the club, in the first instance talk to the staff on duty who will do their best to resolve the issue to your satisfaction.
- If this course of action does not resolve the issue or you feel it is not an appropriate course of action, please follow the complaint procedure as in the policies.

Related Whole School Policies:

Behaviour Policy

Safeguarding Policy

Equal Opportunities Policy

Health and Safety Policy

Lone working Policy

Complaints Policy

Data Protection/GDPR



Personal information provided on registration and booking forms will be processed in line with the school's Privacy Notice and Data Protection Policy. Data will be stored securely and used only for the purpose of safeguarding, communication, and meeting children's needs.

Review History

Date	Reviewer	Notes
November 2017	Laura Gibbard	Policy written
September 2024	Laura Gibbard	Policy reviewed
September 2025	Updated	Added 24-hour cancellation, GDPR, staff ratios, and review history