




BURGH BY SANDS SCHOOL

BURGH BY SANDS SCHOOL WRAPAROUND INFORMATION FOR PARENTS

Approved by	
Name:	Grant Glendinning
Position:	Chair of Governors
Signed:	
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This document sets out for you as parents all the information you need to know about what will happen when you send your children to the Burgh by Sands Wraparound.

All policies and procedures are reviewed on an annual basis.

If you have any questions about either of the Out of School Clubs, please do not hesitate to contact a member of the Burgh by Sands Wraparound staff or the Management Committee, who will be happy to help.

Current Management Committee members include:

Sarah Robson	Headteacher/Safeguarding Lead
Grant Glendinning	Chair of Governors
Anna Graveson	School Administrator



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Pledge to Parents

We offer high quality wraparound care provision which is consistent and reliable. This provision is available to all children who attend Burgh by Sands School.

We will keep you informed of opening times, fees and charges, programme of activities and procedures.

Admissions Policy & Procedures

Burgh by Sands Wraparound is offered to the children of Burgh by Sands School.

Burgh by Sands School wraparound provision aims to provide quality play and care opportunities in a safe and stimulating environment.

1. The Burgh by Sands Wraparound Provision Registration Form must have been completed and returned to school before you can access the online booking software on School Hub.
2. The Breakfast Club will provide places, Monday – Friday from 8.00am until 8.45am
3. The After-School Club will provide places, Monday – Friday from 3.30pm until 5.30pm, except on the afternoon of the last day of each term.
4. Places must be booked and paid for online using the School Hub booking system
Places must be booked online at least 48 hours in advance.
5. It is the parent's responsibility to book and cancel sessions due to absence/illness and holidays. Cancellations can be completed anytime up to midnight of 2 working days in advance of the day the booking is required.
6. If a child needs to attend wraparound care at short notice, parents & carers will need to book and pay for this place directly through the school office, which will incur a late booking fee of £1.00/hour/child.
7. After the cancellation deadline, booked places **must be paid for** regardless of absence including holidays and illness

Prices from September 2024

Advance booking charges:

Breakfast club: £3.80

After school club: £7.60 from 3.30pm - 5.30pm

On the day booking (including late booking fee):

Breakfast club: £4.80

After school club: £9.60 from 3.30pm – 5.30pm



Booking and Payment Procedures

- Bookings and payments must be made via School Hub. If you are unable to access these from home, please contact the school office (01228 576397) or office@burgh-by-sands.cumbria.sch.uk) to make alternative arrangements
- The Burgh by Sands Wraparound is happy to accept childcare vouchers from various schemes. Please check with the school office. If you wish to use vouchers to pay for your booking, the value of the vouchers must have been received by the school prior to any club booking.
- Bookings for breakfast club and after school club can be made online at least 48 hours in advance. (This is required for staffing and safeguarding reasons).
- Payment must be made at the time of booking
- Bookings and payments can be made more than one week in advance
- If any additional charges have not been paid within 7 days, you will receive a reminder via School Hub, which will incur a £2.00 administration charge
- Bookings for further wraparound care can only be accepted once payment for any outstanding monies has been received.
- In cases where an outstanding amount remains unpaid and alternative payment arrangements have not been made, the Governing Body of Burgh by Sands School will pursue the outstanding fees by applying to the Small Claims Court, with all costs incurred by Burgh by Sands School being added to the outstanding amount owing
- Families may occasionally experience periods of financial hardship. If families are in this position, please speak to Mrs Robson or Mrs Graveson who will try to accommodate the situation
- Full hours are to be paid for regardless of pickup or drop off times
- A £5.00 fixed fee per child will be charged for late collection after 5.30pm
- After 5.45pm, a further charge will accrue based on the additional staff costs which will equate to 1 hour's pay for 2 members of staff
- Should your child be uncollected by 6.15pm, and we are unable to contact named contacts, we will ring the Children's Services Safeguarding Team
- Regular late collection of your child will result in your child losing access to our wraparound provision

Emergency Bookings

- Emergency same day bookings may be possible if you contact the school office and spaces are available
- An additional late booking fee of £1.00/child/hour will be charged for same day emergency bookings
- Payment must be made at the time of booking



Safe Arrivals/Departures Procedures

Breakfast Club

The named parent/carer **must accompany the children to the front door and personally hand them over to a member of staff** at the start of each session. The member of staff will sign the child in, recording the time of arrival to the club.

CHILDREN MUST NOT BE LEFT WITH ANYONE OTHER THAN A MEMBER OF STAFF.

Please note: children will **not be admitted before 8.00am.**

At the end of breakfast club, the children will go to their respective classrooms or onto the playground where they will be supervised by members of staff.

Arrivals – After School Club

Children will be sent to the school hall where they will meet the Club Leader. The Club Leader will take the register and the children will be escorted to their activities.

Departures – After School Club

Parents must ring the doorbell at the School Reception and wait outside for their child/children to be brought to them. A member of staff will record the time of departure and parents will be asked sign the register.

Behaviour

Burgh by Sands School Wraparound Care Provision will follow the Whole School Behaviour Policy, available on the school website. We seek to develop in each pupil our school values which encourage and reinforce good behaviour. Furthermore, it is acknowledged that society expects good behaviour as an important outcome of the educational process.

We will consistently and fairly promote high standards of behaviour for all pupils and provide additional support, where needed, to ensure pupils can achieve and learn as well as possible.

Complaints

If a parent or carer feels that they have a complaint against any aspect of the wraparound provision, it should be resolved as quickly as possible by discussion with the Headteacher. If this cannot be resolved, you should follow the formal complaints procedure available on the school website.

Uncollected Child Procedures

Parents and carers must ensure that their children are collected promptly at the end of the after school club session. Parents and carers must contact the school on 01228 576397, if they are going to be late collecting their child.



If the telephone is not answered, a message must be left and staff will check for messages at the end of the after school club session.

If a child is not collected at the end of a session, and staff have not been informed, the following steps will be taken:

- After 5 minutes, staff must try to contact parents/carers
- If unable to contact parents/carers, staff will contact emergency contact numbers
- If no contact is made, staff will continue phoning every 10 minutes or until the child is collected
- Staff will not release the child to an unauthorised person, even if collection is late
- Staff will not allow the child to go home alone
- Staff will not take the child home
- Staff will contact Cumberland Safeguarding Hub – 0333 240 1727

Staff will keep a record of all children not collected at the end of the session.

If children are collected late on a regular basis, ie more than twice, parents/carers will be charged to cover the additional costs incurred in terms of staff wages as set out in the booking procedure in the section Prices for September 2024.



Burgh by Sands School Wraparound Provision Registration Form

Child's Full Name:

Date of Birth:

Parent/Carer Full Name:

Parent/Carer Full Name:

Relationship to Child:

Relationship to child:

Mobile Number:

Mobile Number:

Please provide details of anyone else authorised to collect your child from school clubs:

Full Name:

Password:

Relationship:

Mobile Number:

Please provide details of anyone else authorised to collect your child from school clubs:

Full Name:

Password:

Relationship:

Mobile Number:

Is your child allergic to any foods?

YES / NO

If yes, please provide details:

I understand that I must escort my child to the front door and hand them over to a member of staff **from 8.00am** each morning and that the latest my child can stay in after school club is **5.30pm**.

I have read the Burgh by Sands Wraparound Information for Parents. I understand the charging structure and agree to pay for club bookings in advance. If I do not pay promptly, within the terms and conditions of the club, I understand that additional charges will be incurred and added to my account. If I do not pay outstanding monies within 7 days of the cost being incurred, I understand that I will be unable to book my child into further sessions.

Signed:
Parent/Guardian

Date:

