Gosforth Park First School

Document Number

GP-GB-PO-063

Document Name

GPFS Provision beyond the school day Policy

Version Number

V 01

Version Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document | Version | Date | Author | Change Description |
| GP-GB-PO-062 | 01 | 14/07/2021 | Governing Body | Document release in QMS format |
|  |  |  |  |  |
|  |  |  |  |  |

# Introduction

Following the COVID pandemic there have been many changes to the daily operations of school life. As part of our COVID recovery strategy we have considered how to use our facilities to the full extent within the school day and beyond to the advantage of all of our children and families.

By taking on the running of Wrap around care for GPFS pupils and any siblings at GEMS the numbers of pupils on site will be much reduced and the facilities which they use will be decided by the school, according to pupil need.

We will be able to use the hall to its full extent on an afternoon for small group intervention, counselling sessions, 1:1 and small group music tuition and PE.

We will be able to use our Pupil Premium and Covid catch up grant to target pupils for support in breakfast and after school club for extra reading, homework club and individual support.

We will be able to engage in and offer a wider range of after school enrichment activities and extra-curricular clubs for all of our children.

This has been a very challenging year for all schools, and we wish to offer our pupils and staff positive and imaginative ways to catch up, in September, as we emerge from the Covid Pandemic.

**Rainbow Wraparound provision**

The Rainbow Wraparound provision is run by Gosforth Park First School and exists to provide high quality, affordable out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. It is staffed by appropriately qualified support assistants who work at the school.

The provision operates from **7.45am – 8.55am** (or the start of the school day, depending on staggered times due to COVID) and from **3.30pm – 6:00pm** term time (or the end of the school day, depending on staggered times due to COVID).

The provision also operates in school holidays (not bank holidays, school training days or the Christmas break).

A copy of this policy is provided to all parents of children attending Rainbow Wraparound and is also available on the school website.

***All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

# Admissions

* Only children attending Gosforth Park First School and Nursery and their older siblings in Gosforth East Middle School are eligible to attend Rainbow Wrap-Around.
* Children in GEMS in Y5 and Y6 who used to attend GPFS are eligible to attend.
* All places are subject to availability.
* The registration process must be completed prior to the child’s commencement at the club.
* All parents will receive an electronic copy of this policy and this policy is available to view via our school website.
* All club staff are made aware of the details of a new child.

# Arrival and Departure

Breakfast Club (07:45 – 08:55):

* Parents/Carers are required to bring their child directly to Rainbow Wraparound and sign them in. You should enter via the door at the main school office. Press the door bell and staff will come and collect your child/ren from you.
* Children will be escorted to their relevant classroom by the Rainbow Wraparound staff at 8:55am (or the start of the school day, depending on staggered times due to COVID)

**Evening Club (Home time – 5:00 or 6:00pm)**

Wraparound staff will escort all Early Years children attending the evening club to Rainbow Wraparound at the end of the school day. Children in KS1 and KS2 will be met in the hall by Wraparound staff.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure:

* When a child is collected at the end of or during a session, *they must be signed out by a* *parent/carer or named collector* and the time recorded.
* The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
* Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
* Parents must inform Rainbow Wraparound staff if their child is going to be absent for any reason.

**Daily Routine**

Morning session

* Children can arrive from 7:45am and parents/carers sign them in at Rainbow Wraparound.
* 8.00 am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast (toast/cereals/fruit juice, fruit, milk or water)
* 8.40 am tidy up time encouraging the children to take responsibility for the ‘The Club’ environment.
* 8.50am children collect their coats and bags. Children are escorted to their appropriate classroom by the supervising staff members.

Evening session

* Home time – children in EYFS children are collected from their class and taken to Rainbow Wraparound by a member of Rainbow’s staff. Children in Key Stage 1 and 2 are sent to the hall and greeted there by a member of Rainbow’s staff.
* 3:45pm – All children will be offered a light snack/drink. No meal will be provided. Children can then choose from a range of play and planned activities, both indoors and outdoors. Homework support will be available for all children as well as additional 1:1 reading support.
* Children must be collected no later than 5.00pm or 6:00 (depending on session booked) and signed out by a parent/carer.

**Behaviour**

Whilst attending Club children are expected to follow our Gosforth Park Golden Rules at all times.

These are:

* **We follow instructions**
* **We try our best**
* **We treat our school and everyone in it with respect**

Gosforth Park First School believes in the highest expectations of behaviour from all of our children. Our school considers positive relationships to be at the heart of everything we do. We endeavour to provide a safe and stimulating environment in which all learners are able to feel welcome, cared for and achieve their potential. We strive to ensure that all of our children develop a love of learning, hold themselves in high regard and develop the skills, empathy and aspirations needed to enjoy happy and fulfilled lives. Rainbow Wraparound maintains the highest expectations for behaviour before and after school.

When children fail to follow the golden rules staff will use a phased response to inappropriate behaviour, this will include but is not limited to:

* Verbal or Non-Verbal Reminder (e.g. point to rules)
* Verbal Warning
* Yellow - Visual Warning
* Orange - Removal from an activity
* Red - Removal from an activity and parents informed

At every stage of the phased response to behaviour, staff will use a range of positive behaviour management strategies in order to enable our pupils to succeed. These strategies include; meeting a child's physiological needs (e.g. hunger or thirst), setting special challenges or jobs, offering quiet withdrawal, speaking to the child privately and reminding the child of rewards (see Phased Response to Behaviour)

The Headteacher reserves the right to exclude a child from attending the provision for serious misbehaviour (see GPFS Behaviour Policy).

# First Aid

* All accidents will be recorded using the school First Aid recording system and accurately reported to the parents/carer upon collection.
* Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
* All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Rainbow Wraparound will be contacted immediately. If a child is sent home during school hours, Rainbow Wraparound staff will be informed of their absence.

**Missing or Uncollected children**

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

A member of the school’s Senior Leadership Team will be informed immediately of the missing child.

The Rainbow Wraparound supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the parents and emergency services will be contacted.

Uncollected children

If a child has not been collected by 5:15pm or 6:15pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

**Booking and Payment of Fees**

Bookings are to be made via School Cloud. This is the same system that is currently used for Parents Evening bookings and your current log in information is all you need to be able to book a place in club.

<https://gosforthparkfirst.schoolcloud.co.uk>

A place will be available for all GPFS children who require it, bookings must be made and paid for monthly in advance to ensure we have the correct staffing in place.

When you log in to school cloud the wraparound care bookings will be visible to all parents.

You will then simply select which service you would like to book (morning/after school or both) and on which days. When you have chosen your requirements you will then be taken through to the payment window and once this is completed the booking will be confirmed.

Important – For any parents who have children at middle school or any parents of children starting GPFS in September, please complete the registration form below and return it as soon as possible. We need this information in order to add your children to school cloud and enable you to book their places. Once this form has been received and processed you will receive log in information (for new parents) or your older child will appear on your school cloud system (for existing parents).

Fees are to be paid in advance, and payment is due for all agreed sessions even if your child is unable to attend their booked session.

**You must pay for your places a month in advance via School Cloud.**

For example, sessions for October 2021 will be available to book via School Cloud in the first week of September and sessions for November will be available to book in the first week of October and so on.

All sessions must be paid for in advance and are facilitated by PayPal. Please note you **do not** need to have a PayPal account in order to pay for sessions.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

If payment is not received in advance of the child attending Rainbow Wraparound, staff will not allow the child to enter the provision.

If any parents would like to make an ad-hoc booking for any reason, we will do our best to accommodate you after the booking window has closed, providing there is capacity. In these circumstances please contact Mrs Carrick at [wraparound@gosforthpark.newcastle.sch.uk](mailto:wraparound@gosforthpark.newcastle.sch.uk).

Please note the following late fees apply for after-school club. This is because of staffing and overtime incurred:

* £5 for every 15 minutes late after 5 o clock
* £10 for every 15 minutes late after 6 o clock

If you know you are going to be late, please phone as soon as possible.

Please note the following:   
You will be charged for allocated places regardless of whether your child attends or not (e.g. absence due to illness). This is because of staffing and overtime arrangements.

If your child is attending an after school club such as football or handball,   
1) You can collect your child(ren) immediately at the end of the activity: if this is the case, please contact Mrs Carrick [wraparound@gosforthpark.newcastle.sch.uk](mailto:wraparound@gosforthpark.newcastle.sch.uk) to say you no longer need a place on this day.   
  
2) Your child can attend wrap around **after** the extra-curricular activity (e.g. 4:30 until 5:00pm or 6:00 depending on booking), please note you will need to pay for the after-club session in full.

If you change your mind from September about your child(ren)'s place(s), we will require one month's notice.

Any arrears on payments will be referred to the Local Authority Debt Management Service and your child will no longer be eligible for a place.

If you use childcare vouchers and you are unsure about how to pay monthly, please speak to Mrs Carrick.

**Related Whole School Policies:**

* Child protection policy
* Equal opportunities policy
* Behaviour Policy
* Health and Safety policy

**Rainbow Wraparound Home School Agreement**

I …………………………………………

Parent/carer of …………………………………………..

have read and accept a copy of the Rainbow Wraparound policy and agree to abide by the terms there in.

I accept that I am the ‘contracting parent’ for the above child and agree to make payments to Rainbow Wrap Around before any booked sessions.

Parent Signature ……………………………………

Print name ………………………………………….

Date ……………………………………

Signed …………………………………………………………..on behalf of Rainbow Wrap Around

Print Name ………………………………………………. Date ……………………

**Rainbow Wraparound Registration Form**

**Pupil Personal Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Forename:** |  | **Surname:** |  | **DOB:** |  |
| **Home Address:** |  | | | | |
| **Post Code:** |  | **Telephone:** |  | | |

**Pupil Medical Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Doctor’s Practice:** |  | **Medical Conditions:** |  |

**Is there a current Health care Plan in School? Yes/No**

**Dietary Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Allergies:** |  | **Dietary Requirements:** |  |

**Parent/carer 1 Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Forename:** |  | **Surname:** |  |
| **Phone:** | | **Club time** | **1.** | | |
|  | | **Mobile** | **2.** | | |
|  | | **Home** | **3.** | | |
|  | | **Work** | **4.** | | |

**Parent/carer 2 Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Forename:** |  | **Surname:** |  |
| **Phone:** | | **Club time** | **1.** | | |
|  | | **Mobile** | **2.** | | |
|  | | **Home** | **3.** | | |
|  | | **Work** | **4.** | | |

**Other Contact Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Forename:** |  | **Surname:** |  |
| **Phone:** | | **Club time** | **1.** | | |
|  | | **Mobile** | **2.** | | |
|  | | **Home** | **3.** | | |
|  | | **Work** | **4.** | | |
| **Relationship to child** | | |  | | |

**Other Contact Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Forename:** |  | **Surname:** |  |
| **Phone:** | | **Club time** | **1.** | | |
|  | | **Mobile** | **2.** | | |
|  | | **Home** | **3.** | | |
|  | | **Work** | **4.** | | |
| **Relationship to child** | | |  | | |

**Nominated Individuals Authorised to collect your child**

Please provide on the list below the full names of all individuals authorised to collect your child from Rainbow Wraparound, including parents and carers.

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Relationship to child** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |

**Pricing**

|  |  |  |
| --- | --- | --- |
| AM | 7:45 – start of school day | £5.00 |
| PM | End of school day – 5:00PM | £6.50 |
|  | End of school day – 6:00PM | £10.75 |
| Holiday | Half day | £11 |
|  | Full day | £22 |

Please note the following late fees apply for after-school club. This is because of staffing and overtime incurred:

* £5 for every 15 minutes late after 5 o clock
* £10 for every 15 minutes late after 6 o clock

Pricing and fees will be reviewed at least annually by the Staffing and Finance Committee