

Ormiston South Parade Academy

Wrap-Around Care Handbook



Introduction

Welcome to our school's Wrap-Around Care provision. This handbook explains how our Before-School and After-School Clubs operate.

Aims of Wrap-Around Care

Our provision aims to support families, create a welcoming atmosphere, and offer enjoyable activities.

Wrap-Around Care Handbook (School Setting)

1. Introduction

Welcome to our school's Wrap-Around Care provision. This handbook explains how our **Before-School** and **After-School** Clubs operate, including routines, policies, expectations, and contact information.

Our aim is to provide a **safe, nurturing, and enjoyable environment** where children can relax, play, and take part in meaningful activities outside the school day.

2. Aims of Wrap-Around Care

Our provision aims to:

Support families by offering **affordable, reliable, and high-quality childcare** beyond normal school hours.

Create a warm, welcoming atmosphere where children feel **safe and valued**.

Offer a range of enjoyable activities that support children's **social, emotional, and physical development**.

Maintain high standards of **safeguarding**, behaviour, and care consistent with the school's ethos and policies.

Provide nutritious food options in line with **healthy eating guidance**.

3. Session Times & Fees

Before-School Club

Time 7:45 am – 8:50am – cost £3.50

Includes: Light breakfast (toast, fruit, cereal), quiet activities

After-School Club

Activity club - Time: 3:20pm – 4:45pm – cost £4.00

Out of school club – Time: 3:20 pm – 6 pm – cost £7.50

Includes: Snack/light tea, indoor & outdoor play, structured activities

Fees

Fees are reviewed annually and published on the school website and newsletters. Payment is made via the school's online payment system and may be paid using:

Tax Free Childcare

Student bursary

Payment via online booking system

4. Booking & Cancellations

Booking

All sessions must be booked in advance through the school's online booking system.

Places are allocated on a first-come, first-served basis.

Emergency bookings may be available subject to staffing ratios.

Cancellations

Cancellations require **24 hours' notice**.

Missed sessions cannot be refunded unless due to a school-related closure.

5. Arrival & Collection Procedures

Drop-off (Before School)

Parents/carers should bring children to the designated Wrap-Around entrance and hand them over to an adult.

Collection (After School)

Children must be collected by an **authorised adult** (named on the registration form).

Staff will not release a child to anyone not listed unless prior consent has been received.

The child's password may be requested.

Late Collection

Please note all children must be collected by 6pm or a late collection fee of £10 will be applied for every 5 minutes past 6pm, we do not have provision to provide care after this time.

6. Activities Offered

We provide a balanced range of activities including:

Indoor Activities

Arts & crafts

Construction toys

Board games

Reading corner

Homework/quiet space

Sports games

Outdoor Activities

Sports & team games

Free play

Outdoor equipment

Nature activities

7. Food & Snacks

Before-school: Light breakfast

After-school: Healthy snack/light tea (sandwiches, wraps, fruit, vegetables)

Drinking water is available at all times.

Dietary needs, allergies, and religious requirements are always respected.

8. Behaviour Expectations

Our Wrap-Around Care follows the school's **Behaviour Policy**. We expect children to:

Show respect to others

Follow staff instructions

Use equipment safely

Play kindly and responsibly

Staff use positive reinforcement, modelling, and restorative approaches.

Repeated inappropriate behaviour may result in suspension from the club.

9. Safeguarding & Child Protection

The safety of children is our highest priority.

Wrap-Around Care operates under the school's **Safeguarding & Child Protection Policy**, including:

All staff are DBS-checked

Designated Safeguarding Leads are available

Staff report concerns following statutory guidance

Mobile phones are not permitted in childcare areas

10. Health, Illness & First Aid

Children who become unwell during sessions will be cared for until collected.

Medication will only be administered in line with the school's **Supporting Pupils with Medical Conditions Policy**.

First-aid-trained staff are on duty at all times.

Accidents are recorded and shared with parents.

11. Inclusion & Additional Needs

We welcome all children and work closely with families to support individual needs. Where appropriate, we will:

Adjust activities

Provide quiet spaces

Liaise with SEND staff

Complete risk assessments

12. Staffing

Our team consists of:

Wrap-Around Care Manager

OOSC team members

First-aid-trained staff

Safeguarding-trained staff

We maintain required **adult-to-child ratios** and follow safer recruitment processes.

13. Communication

Parents can contact the Wrap-Around Care team via:

School office phone number -

MyEd messaging system

In-person at drop-off/collection times

Updates regarding fees, closures, or changes will be shared via email and school communications.

14. Policies

Relevant policies include:

Safeguarding & Child Protection

Health & Safety

Behaviour

First Aid

Food & Nutrition

Emergency Evacuation Procedures

GDPR/Data Protection

Copies are available from the school office.

15. Emergency Procedures

In case of emergency (e.g., fire, lockdown):

Children will be evacuated or sheltered according to school procedures

Registers will be taken

Parents will be notified when safe

Staff will remain with children until they are collected

16. Contact Information

Wrap-Around Care Manager: Sophie Dalby

Phone: 07352 346962