



HODNET WRAPAROUND CARE CLUB POLICY AND PROCEDURES

An information pack for Parents and Carers

September 2023- September 2024

Wraparound Club is a vital part of ensuring Hodnet Primary School is at the centre of its community; catering for the needs of stakeholders by providing a service to care for children after school hours when parents and carers are at work.

Hodnet Wraparound Club aims to provide a safe, caring, stimulating, and relaxed environment for children to socialise, play, learn and further develop their passions and interests.

Children are offered a variety of self-chosen and adult led activities based around themed weeks, children also guide these themes and topics based on their own interests. We provide the children with opportunities to do homework and we will liaise with the class teachers as necessary with regards to any ways in which Wraparound can further develop the needs of the children in school.

Wraparound care is based on a 1:12 ratio. We currently offer 24 places per day and have three members of staff. Our Wraparound leader is Mrs Jane Rhoden, and our Wraparound assistants are Mrs Jackie Evans, Mrs Jill Ward and other teaching assistants. All staff members have extensive experiences in schools, from teaching posts, teaching assistant roles, administrative roles and leading wraparound clubs. Our staff members also have a range of hobbies and skills which will appeal to our young learners, including cake making and decoration, gardening, arts and crafts.

Wraparound club will be based in our new learning room (opened September 2019) and the school hall. We will also have full use our extensive grounds for outdoor investigative learning and fun.

A light meal will be served in the hall at approximately 4.30pm, this is shown below.

Wraparound is open from 3.15pm until 5.45pm. We have split the time into 3 bookable sessions. Session 1 is priced in line with other after school clubs at £5.00 per child from 3.15 – 4.30pm. Session 2 is priced to include a light meal at £5.00 per child from 4.30 – 5.45pm. It is therefore £10.00 for children to stay from 3.15 – 5.45pm. If your child attends an afterschool club they can attend Wraparound from 4.30 – 5.45pm which will include a light meal as well at a cost of £5.00.

Parents are required to book and pay for their children's place online via ParentPay using the website www.parentpay.com. Bookings must be completed in advance, by midnight on a Thursday night for the following week. Emergency bookings can be booked through Mrs O'Connor or Mrs Rhoden, however parents run the risk of the club being full. All payments must be made using this online booking platform. Wraparound Club also accepts payments via various voucher companies; please ask Mrs Rhoden or Mrs O'Connor for more information regarding this. If you need to cancel a place at Breakfast/Wraparound Club, we require 48 hours notice due to staffing and food purchased. This will be charged at the rate of the session booked if no notice is given.

Wraparound provides the children with a healthy snack and drink on entry to the club. For example pitta bread, wraps, raisins and cucumber. If the children are booked in for the full session they are provided with a meal after 4.30pm, please see the menu for details. We encourage the children to try all foods but are happy to discuss with parents/carers any special diets or requests.

Food is ordered in advance to ensure that parents/carers and children are aware of the weekly meal choices. Children will also be involved in the preparation of their food, both as an opportunity to learn new skills and to enjoy being creative with food. All food handling will be closely supervised by staffs who have the appropriate levels of food handling qualifications and allergy awareness training too.

An example of the light meal menu (two weekly rotation)

Available daily – yoghurts, fruit, crudités, milk, juice, water.

Monday	Tuesday	Wednesday	Thursday	Friday
Bagels with cheese/ham Fruit	Sandwiches with cheese/ham Yoghurt	Pizza Fruit	Beans/spaghetti on toast Yoghurt	Wraps with cheese/ham Fruit

Monday	Tuesday	Wednesday	Thursday	Friday
Crumpets with cheese/ham Fruit	Bagels with cheese/ham Yoghurt	Beans/spaghetti on toast Fruit	Pizza Yoghurt	Wraps with cheese/ham Fruit

If you are interested in booking a place for your child please speak to Mrs Lyall, Mrs Rhoden or Mrs O'Connor who will be happy to discuss your requirements.

Thank you

Hodnet Primary School

KEY INFORMATION SHEET. This section outlines the services the club will provide for your child, yourself as a parent/carer and your responsibilities to the club.

OPENING HOURS

We are based in Hodnet School and are open at the end of the school day from 3.15pm until 5.45 pm. At this time we only accept school age children who attend Hodnet School.

During session times our telephone contact number is
01630 685300

COLLECTING YOUR CHILD

Please enter school through the main lobby area and press the buzzer for the Wraparound Club to gain the attention of the staff, a member of staff will then let bring your child to the lobby.

Password system – should you ever choose for someone other than the identified named adults on your child's enrolment form to collect your child, they will be asked to give a password. This should be a word known to you, your child and the responsible adult collecting your child. Details should be given on your child's enrolment form.

STAFFING & SAFEGUARDING

Mrs J Rhoden, Mrs Jackie Evans and Mrs Jill Ward lead the sessions. The club operates a 1:12 ratio, therefore the maximum number is 24 pupils. All staff members hold an enhanced DBS certificate and they have up to date safeguarding, food handling and first aid training. Mrs Lyall and Mrs Williams are our school Designated Safeguarding Leads (DSL) and are contactable at all times during the clubs operating hours in case of emergencies.

MEDICINE

Staff can administer medicine, in line with our schools administering medicines policy, and when a medicine form has been completed and handed to wraparound staff.

FEES FOR WRAPAROUND CLUB

3.15pm – 4.30pm £5.00 4.30pm – 5.45pm £5.00

Or £10.00 for the whole session from the end of the school day until 5.45pm.

Online payments only via the Parent Pay platform. Childcare vouchers and voucher schemes can also be used.

Parents who fail to collect their children at 5.45pm will be charged a late collection fee of £6.50 to cover staffing costs. (Charges are at the discretion of the Headteacher).

PLEASE NOTE

Once a session has been booked, you will be charged for that session unless the club is cancelled by school.

REGISTERING FOR SESSIONS

Please complete a booking on line on www.parentpay.com

ALLERGIES / INTOLERANCES

Parents must inform wraparound staff of their child's allergies or intolerances plus possible side effects. Wraparound will prepare food sensitively to cater for all allergies.

The club abides by Hodnet Schools policies. All policies are available on request and can be found on Hodnet School website. www.hodnetschool.com

Breakfast/Wraparound Club Enrolment Form

Please complete and return to Mrs O'Connor or Mrs Rhoden prior to your child starting the club.

I agree/disagree (*delete as appropriate*) for photographs of my child/children to be taken at Wraparound for displays or the school website.

Signed..... Name..... Date.....

Please could you provide a password for your child/children in case another member of your family or friend collects your child/children.

Password is

EMERGENCY CONTACT DETAILS

CHILDS NAME..... CHILDS

CLASS

ADDRESS.....

POST CODE.....

DATE OF BIRTH.....

Emergency contact numbers

In case of emergency, the first person to contact is

Name			
Address			
Contact numbers	Mobile	Home	Work
Relationship to child			If a parent does this person have Parental Responsibility? YES / NO

In case of emergency, the second person to contact is

Name			
Address			
Contact numbers	Mobile	Home	Work

Relationship to child		If a parent does this person have Parental Responsibility? YES / NO
-----------------------	--	---

In case of emergency, the third person to contact is

Name			
Address			
Contact numbers	Mobile	Home	Work
Relationship to child		If a parent does this person have Parental Responsibility? YES / NO	

DOCTORS NAME Telephone No.....

ADDRESS

Does your child have any medical or cultural needs, allergies or difficulties we should be made aware of? If so, please specify.

.....

IT MAY BE NECESSARY FOR US TO CONTACT YOUR DOCTOR IN CASE OF EMERGENCY.

In the event of an emergency, I give my consent for Hodnet Wraparound Club to administer medical treatment deemed necessary by a qualified practitioner or first aid being given to my child if an emergency should occur at a time when my consent to the particular treatment cannot be sought.

Signed..... Date.....

I agree to abide by the rules and policies of the school under which the Club is governed.

Signed

Name Date

Wraparound Photo Gallery

