

St Oswald's CE VA Primary School



Ozzie Owls Wrap Around Care Policy

St Oswald's CE VA Primary School

Wrap Around Care Policy

Principles and Implementation

Agreed by governors: May 2023

Implementation date: May 2023

Review date: May 2025

Vision, Ethos and Values



Background

Our Ethos and Values Statement is an easy to understand model of religious education in St Oswald's. Children in our school know that love is the most important value of all, in line with the new command that Jesus gave us to love one another ([John 13:34](#)), which is why this is placed above all in our statement.

Vision

Our school vision is 'God has a plan' ([Jeremiah 29:11](#)). At St Oswald's, we believe that God has a wonderful plan for us all and we seek to discover that plan on a daily basis, weaving this into our school values and all aspects of school.

Ethos

Sitting below love lies our school's ethos: *Aspire, Believe, Connect*. As easy as A, B, C, this statement is easy to remember and most importantly represents what we want our children to do in every aspect of their education and lives.

Core Christian Values

The mission statement is underpinned by seven core Christian values that each link to one aspect of *Aspire, Believe, Connect*. As children aspire to be the best they can be in every way, they will grow in wisdom. In order to believe in themselves and develop their own beliefs about the world around them, our children are taught about the importance of trust and strength on their journey. We also believe in the values of peace and friendship in helping us to connect with those around us. Binding together all of these and very much at the heart of our values - and indeed the Christian gospel/Jesus' teaching - is love ([John 3:16](#); [Mark 12:31](#)).

Welcome to Ozzie Owls

Wrap Around Care at St. Oswald's Primary School

Our Aim

Our aim is to provide your child with a safe, warm, friendly environment that they feel secure in. This will then allow them to develop their personal, social and emotional development; along with building their communication, language and physical development while also making new friends and building relationships with their peers and adults, along with good links/communications with their home and school life.

Hours, Availability & Costing

Our Wrap Around Care at St Oswald's C of E VA Primary School runs every school day from 8.00am - 5.15pm in the school hall, catering for a maximum of 30 children.

Breakfast Club runs from 8.00am - 8.45am and costs £4

After School Club runs from 3.15pm - 5.15pm and costs £8

If a child is booked in for an Ozzie Owls session and parents or carers choose to collect them, or they do not attend, these sessions are still charged, in order to retain the place.

If a child is unwell and cannot attend, these sessions are not charged for. All payments must be made through Parent Pay.

There is a discounted rate for after school club places for siblings, this equates to £6

Allocation of Places

The allocation of places for our Wrap Around Care, are reviewed annually. Please see our Ozzie Owls Admission Policy for specific information around this.

Any places required which cannot be fulfilled will be added to a waiting list and parents/carers will be notified if a place becomes available. Parents and carers must be aware that the allocation of a place one year, does not mean automatic allocation of places for subsequent years.

If Wrap Around Care places are required throughout the year then Mandy Craig should be contacted, who will be able to advise of available places and either add a child to the wait list, or Wrap Around Care registers.

Breakfast Club

Our breakfasts consist of a variety of cereals, porridge, toast (brown/white), brunch bars, pancakes, yoghurts and fruit.

After School Club

Our after school club provides children with a snack prior to collection and this menu is changed on a half termly basis. All snack menus are uploaded to our school app on a half termly basis for parents, carers and children to browse prior to the upcoming half term. On a Friday Film Night, children enjoy a more treat style snack which may combine foods such as: pizza, nachos and hot dog.

Dessert

Our after school club snack also provides all children with a small dessert option. Dessert options are also variable based upon menus however there is a heavy focus on healthy, fruit based desserts. Fruit items are always available for all children.

Menus

We serve a well-balanced, nutritional menu with a good variety of food. We do vary the menu as much as possible, in which our Ozzie Owls children have a say on what they would like to see on the menu. As stated above, you can view the present menu on the school app.

All allergies and/or intolerance are catered for and all Ozzie Owls Staff are trained in allergy awareness and cross contamination, linked to food handling. Our in school medication manager, Andrea Scott, can also support any parent queries around this.

Activities

Activities are planned by our Wrap Around Care Manager, Mandy Craig, according to the curriculum and in line with a series of planned topics which the school has planned. Such topics are planned around themes of interest of key calendar dates. An example of this would be The Queen's Platinum Jubilee, here at Ozzie Owls, children would have the opportunity to complete activities around this subject, e.g. using iPad's to research the Queen and her role within The Royal Family, design and make a card, word searches, crosswords, design a cake for the celebrations etc.

Weather permitting, our children access outdoor play during after school club every night and in the warmer months, full sessions outdoors are encouraged to take place.

Staffing

Mrs Craig is our Wrap Around Care Manager and main point of contact for an Ozzie Owls queries. Mandy Craig will always be available in the hall during drop offs and pick-ups and will offer help and support as required. Our Wrap Around Care assistants are Joy Pearson and Angela Morgan, these staff will also always be on hand to help. Wrap Around Care staff are on-site from 7.30am ready to start at 8.00am, a member of the school Leadership Team is also always on site during Wrap Around Care hours.

Cooking and Serving Facilities

The Ozzie Owls Room is used for food preparation and this is then served into the main hall, where children eat their breakfast and/or evening snack. At least one member of staff holds a Food Hygiene Certificate at any one time, often a minimum of two.

Organisation

Wrap Around Care is open to all pupils within the school. Breakfast will be served as soon as the children have hung up their coats and bags and will be served by the staff at their table.

After school Wrap Around Care snack will be served after registration and evening activity. Once the children have finished their snack and dessert, their plates are collected and cleaned.

All children have their own tray with their names on. They also have a toolkit each which has an exercise book, ruler, pen, pencil, rubber, pencil sharpener and a small pair of scissors (Reception children will be supervised using scissors). They will also be supplied with coloured pencils, felt tip pens, and crayons. Depending on the topic that particular week, staff will supply each child with themed activities, offering both choice and challenge.

We have themed nights across the week, including: book club, games night, iPad night and film night. However, we endeavour to allow the children to also be able to have a choice. So, depending on our topic throughout that week we always supply activities including word searches, crosswords, colouring in, colour by numbers, making cards, designing cards e.g. Mother's Day, Easter and Christmas. We always encourage the children to take home their creations and share their hard work with parents and carers.

Behaviour

Ozzie Owls is run and managed by the St Oswald's CE VA Primary School. The existing school Behaviour Policy will be followed including rewards and sanctions. A weekly 'Hedwig of the Week' award will be given, during Friday morning Praise & Celebration Worship, as a reward to the child who has made the most impact in the provision that week. A certificate will be given and the child will have the opportunity to take Hedwig home and diary his adventures over the course of a week.

Resources

Ozzie Owls resources are kept in the Ozzie Owls Room. All electrical equipment must be PAT Tested before use. Mrs Craig manages resourcing in consultation with Mrs Wright (Office Manager).

Sickness, Accident and Emergency Procedures

If your child is not feeling well in the morning they should not be brought into the breakfast club. An absence notification should be called into the school

office or via the school app, to notify class and office based staff of absence. This should be completed prior to 8am if a child is attending the morning Ozzie Owls session. If they become unwell during the session, the parent/carer will be contacted and asked to collect the child at their earliest convenience. Any minor accident your child may have while at the club will be dealt with by a member of staff who is a trained first aider and will be done so in line with school policy. All Ozzie Owls staff are first aid trained.

Medication

Inhalers are kept in the medical cupboard in the child's classroom. If a child needs an inhaler, a member of staff will escort the child and observe that the medication has been taken correctly. All other medication administered will follow the existing school Managing Medications policy.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit. The children will gather on the school yard where the Ozzie Owls register should be taken outside and all names checked.

There is a fire practice within school at least once per term.

Policies

St Oswald's Wrap Around Care aims to provide a safe and secure environment for your children. Various policies are in place which are available to any parent/carer who wishes to observe them. Please visit our school website for the most pertinent policies, or contact Mrs H Smith, Miss J Pape or Mrs Craig.

Staff

Mrs Mandy Craig: Wrap Around Care Manager

Mrs Angela Morgan: Wrap Around Care Assistant

Mrs J Pearson: Wrap Around Care Assistant

Any queries can be discussed or emailed to Mrs Craig on 07547315788 or mrcraig@stoswaldscofe.co.uk in the first instance. As cited above, Mrs H Smith or Miss J Pape can also be contacted, should this be required.

If you need to pick your child up any earlier, prior to the dismissal gate being opened, please ring the Ozzie Owl telephone number, 07547315788, and a member of staff will escort your child to reception and out of the building to

yourself. Please note that in line with school policy, children will only be dismissed to those listed on the Designated Pick Up Lists circulated annually.

Photographs

The school's Image Use Policy is followed with regard to photographs being taken. This policy can be found on the school website.

Additional Information

If you require any further information regarding our Wrap Around Care here at St Oswald's C of E VA Primary School, please do not hesitate in contacting any of the following staff:

Mrs M Craig

Wrap Around Care Manager (Ozzie Owls)

Telephone: 07547315788/0191 4832844

Email: mcraig@stoswaldscofe.co.uk

Or

Mrs H Smith: (Head Teacher) 01914832844

Miss Pape: (Deputy Head Teacher) 0191 4832844

Mrs J Wright: (Office Manager) 0191 4832844