



ST PIUS X
CATHOLIC PRIMARY SCHOOL

Part of the Nicholas Postgate Catholic Academy Trust

Wraparound Care

St Pius X Catholic Primary School Wraparound Terms and Conditions

At St Pius X Catholic Primary School, we are committed to supporting our families by providing high quality, flexible and affordable wraparound care. 'Wraparound care' is childcare that schools provide outside of normal school hours in the form of before and after school childcare.

We believe in creating a safe, welcoming and stimulating environment for all children in our care. Wrap around provision is available to all children aged from 3 - 11 who attend an St Pius X Catholic Primary School primary school.

This document sets out the terms and conditions in relation to the registration and attendance of the child (or children) whom you have registered for St Pius X Catholic Primary School Wraparound Provision

How to Register

To register to access the after-school club, please ensure you complete the registration form.

In cases where parents are not living together we will seek consent from the resident parent. If the non resident parent has also requested to be asked for consent we will ensure consent is granted from both parents. In this instance we will assume consent has not been granted unless all parents agree.

All participant information must be completed in full and must be correct at the time of registration. It is the responsibility of the parent/carer to ensure that we have contact numbers for you in case of emergency at any time during before and after school provision.

Booking Sessions

All bookings and payments must be made in full through Parent Pay and must be made at least 48 hours prior to the session. Priority will be given to pupils who have pre-booked sessions.

We recognise that there may be times when the provision is required at short notice and as a school we aim to be as flexible as possible in an emergency. Last minute sessions may be possible on the actual day depending on the availability of spaces and as long as payment for the session has been made. In the case of an emergency only please contact the school office to arrange a late booking.

Session times are as follows:

Monday - Thursday: 3:00pm - 5:00pm

Friday: 3:00pm - 4:30pm

How to Pay

Payment can only be made via ParentPay and payment must be made in advance of the session. Fees are charged at £5.00 per session per child.

We do not accept cash payments.

Sibling discount will apply (20% off price per hour)

Late payment of fees

If payment is not received in full prior to the session then this is classed as a late payment. If you are experiencing difficulty with payment of fees please contact the School Business Manager. The following procedures will be implemented:

- The school will contact the parent/carer to remind them of the overdue payment •
- A date will be set for payment of the outstanding balance.

- If payment is not received by the agreed date, the school will follow the non-payment of fees procedure

Non- payment of fees: in the event of non- payment of fees the following will apply: A meeting will be arranged to discuss the situation, if a resolution cannot be agreed the child's place will be withdrawn.

Cancelling your booking.

Payment is due for all booked sessions if no notice is given for non- attendance.

To cancel your child's place and receive a full refund you must inform us at least 48 hours before the start date of the session.

Refunds will only be given in the case of illness. Any child who is unwell, displaying symptoms of an infectious illness must be kept at home in order to prevent the spread of illness and must not attend the provision.

Emergency Closure

In extremely rare circumstances (health and safety reasons) it may not be possible to provide wraparound provision. Parents/guardians will be informed of the situation immediately and we will aim to rectify the situation as soon as possible. In the event of an emergency closure, no fees or payments will be charged and this will be credited to the next session.

If the provision is open but it is parental choice for the child not to attend the provision, fees will still apply.

Collection

November - March: All children will be collected from the Amersham Road pedestrian gate; **April - November:** All children will be collected from the Chard Walk Gate. Your child is only permitted to leave the club with a 'named contact' (as disclosed by you on the registration form). If an unauthorised person arrives to collect your child, they will not be permitted to leave until we have contacted you or one of the 'named contacts'. Where a child under 16 years is permitted by a parent to collect a child from wraparound care, the setting will use their discretion as to whether the child under 16 years is of sufficient age, knowledge and understanding to collect the child. On arrival at the gate please ring the mobile number you have been provided with to inform staff that you are waiting at the gate and your child will be escorted to the gate. Please note: children will not be dismissed from the Amersham Road entrance and the main school number should not be used to contact Wraparound Club staff.

Late Collection and Non-Collection

We recognise there may be a rare occasion where, due to unforeseen circumstances, you may be unable to collect your child on time. Under these circumstances, we ask that parent/guardians always contact the school to estimate their arrival time or arrange for collection from a different adult as agreed with school staff.

If the parent/carer is to be late, they must:

- Call the school as soon as possible and advise of their situation
- Ask a designated adult to collect their child as soon as possible
- Inform the wraparound provision of the person's identity so staff can talk to the child if appropriate.
This will help reduce or eliminate any possible distress.
- If the designated person collecting the child is not known to staff, the parent must provide a detailed description of this person and ID may be asked for in order to confirm identity

If a child has not been collected from the provision:

- Staff will contact the named parent/carer
- If no contact can be made with parent/carer, staff will contact one of the nominated persons listed in the 'additional contacts' section of the registration form.
- Two members of staff must remain on site with the child (if outside of normal operating hours) Staff will telephone all contact numbers available until contact is made. These calls will be logged. Designated Safeguarding Lead to be informed.
- In the event of no contact being made the Designated Safeguarding Lead will contact the Emergency Duty Team and/or Police and follow their advice.

We must ensure that we adhere to legal requirements regarding staff to child ratios and must have two members of staff on the premises at all times. Late collection has a significant impact on ensuring the correct legal ratios are maintained and staff costs. Therefore, there will be a late collection charge (£1) for every 5 minutes late or part thereof.

If this is a regular occurrence we reserve the right to terminate your child's place.

Behaviour

We expect that the school Behaviour Policy and procedures will be adhered to within the provision. All pupils will be made fully aware of acceptable behaviour and code of conduct. Unacceptable behaviours, which spoil the experience for others will not be accepted. Reporting procedures will be followed and parents will be informed. Any child who persists with unacceptable behaviour will not be offered a place. The staff reserve the right to operate approved sanctions in line with the school's behaviour policy.

Safeguarding

All school safeguarding policies and procedures are applicable to wraparound provision. All staff have been trained to understand school safeguarding policy and procedures and have received training in recognising signs of abuse and neglect

All staff have received training in recognising the signs of radicalisation and how to respond to concerns. Where there are concerns regarding a child's safety and well-being these are reported immediately to the Deputy Designated Safeguarding Lead, who is a member of wraparound staff.

Health and Safety

The St Pius X Catholic Primary School Health and Safety Policy and all associated procedures apply to St Pius X Catholic Primary School Wraparound provision. Comprehensive Risk Assessments are in place and all staff are fully aware of their role and responsibilities.

First Aid and Medicines

- It is the parent's responsibility to inform staff of any medical conditions/ allergens that may affect your child during the session.
- Any prescribed medicine should be administered in line with the school policy and the appropriate forms and documentation completed.
- It is the parent's responsibility to ensure all emergency medication is available and within date • It is the parent's responsibility to inform the school of any changes to their child's medical information.
- Where a Healthcare Plan is in place this will also apply to wraparound provision

First Aid

- There will always be a member of staff who has a paediatric first aid qualification on site. •
- There will be access to first aid and medical supplies
- All accidents will be reported using the school reporting procedures and reported to parents. Accident records will give details of the time, date and nature of the accident; details of the child involved, type and location of injury, action taken and by whom.

Personal Possessions

Please note we cannot accept responsibility for children's possessions or valuables whilst attending the provision.

Termination of a place

We reserve the right to terminate a child's place with immediate effect if we feel the health and safety of pupils and staff is at risk.

If a parent/carer displays inappropriate/ threatening behaviour the place will be terminated immediately. .