



Hunwick Primary School

Wraparound Care

Information and Contract Rules

Booklet

2020/2021

Adaptations in response to COVID-19

MISSION STATEMENT

In Partnership

WE LEARN

WE SHARE

WE SUCCEED

AIMS

At Hunwick Primary School we aim to:

Education and Training

- Guide and support every child in fulfilling their potential
- Promote high standards and high expectations in all areas of school life
- Develop high aspirations and motivate children to enjoy learning
- Provide children with the skills and enthusiasm for life-long learning

Protection from Harm and Neglect

- Keep children safe at all times
- Provide a safe, stimulating, happy environment
- Value everyone in our school community
- Contribute in developing a sense of right and wrong

Physical and Mental Health

- To encourage healthy lifestyles
- To keep children mentally and emotionally healthy
- To help children become caring and responsible
- To work towards eliminating childhood obesity

Contribute to Society

- Develop councils and groups in school which contribute to the decisions made
- Be central to the village community
- Work with local groups whenever possible
- Understand that there are vulnerable groups in all societies and that we can all help
- Prepare and educate children about the wider world, beyond the local area
- Continue to develop partnerships with local, national and international partners

Achieve economic well being

- Work with the community and local children's board to improve the community
- Give pupils the opportunity to raise funds and take responsibility for projects
- Prepare them for secondary education by developing independence

COMMITMENT TO QUALITY

We are committed to continuous improvement for the benefit of your children and the whole community. Our vision is for a school at the heart of the community, where we strive for quality, enjoyment and success for all. We are committed to promoting Equal Opportunities and supporting children with Special Needs.

Quality is represented by:

- The ethos of the school.
- The staff who are responsible for the children.
- The provision of a service which meets the needs of Parents/Carers and their children.
- The resources, which are provided.
- The experience and learning opportunities, which are available to the children.
- The management and organisation of the School.
- Our ability to meet the requirement as set out in the relevant legislation.

Our aims are:

- To provide high quality childcare at an affordable cost.
- To provide positive experiences, which offer opportunities for high quality play and learning.
- To work in partnership with Parents/Carers in order to create the best possible 'Wraparound' care.

MANAGEMENT OF HUNWICK PRIMARY'S WRAPAROUND CARE

Overall responsibility of Hunwick Primary School is held by the Head Teacher, Mr Stuart Joyce. The day to day management and organisation of Hunwick Primary Wraparound Care will be carried out by all staff within the school. Regular communication between all school staff takes place to ensure the best care is provided for the children attending Wraparound Care.

Hunwick Primary School's Wraparound Care adopts all the policies of Hunwick Primary School including Safeguarding, Health & Safety, Special Educational Needs, Equality Duty and Behaviour. Copies of these policies are available on request and if parents have any queries or concerns they should contact the school.

ABOUT HUNWICK PRIMARY'S WRAPAROUND CARE

Hunwick Primary's Wraparound Care is open to children from Reception to Year 6. **Given current Government restrictions morning provision runs from 8.00am to the start of the school day and afterschool provision from 3.15pm to 5.00pm.**

'One-off' bookings for our Wraparound Care may be made via the gateway or by contacting the school office if an emergency arises. (Tel: 01388 602150)

The school office is open from 8.30am to 4.00pm.

For any emergency calls after 4.00pm ie: to inform us if you will be early or late, then parents can contact 07950 602388 directly via the Wraparound Care mobile phone. **NB: This number must only be used for emergency calls.**

CHARGES

Morning Provision 8.00am to start of school day - £2.00

Afterschool Provision: 3.15pm to 5.00pm - £3.50

Morning and Afterschool Provision - £5.00

PLEASE NOTE THAT NO FOOD WILL BE PROVIDED DURING THIS TIME. CURRENT CHARGES REFLECT THIS CHANGE.

PLEASE ENSURE YOU PROVIDE YOUR CHILD WITH A DRINK AND SNACK FOR EACH SESSION.

If your child is unable to come to school then we will transfer your booking to an alternative day and you will not be charged for the missed Wraparound care session(s). If you need to cancel any pre-booked sessions for any reason please inform the school office in order that we can carry over your credit. Credit will not be given where your child does not attend without prior notice.

For all enquiries, bookings, or any other wraparound care queries please contact the school office on 01388 602150 or email hunwick@durhamlearning.net

LATE COLLECTION CHARGES

We expect all children to be collected promptly at or before **5.00pm** and there will be late charges for collecting after this time except in very exceptional circumstances. The charge for this will be £5.00 for every 15 minutes, for example if you collect your child after 5.00pm and before 5.15pm you will be charged the full £5.00 late fee and if you collect your child after 5.15pm this charge would increase to £10.00 and so on....

If parents/carers are not able to collect their child as planned, they must inform us immediately so that we can begin to take backup procedures. ***If parents/carers are persistently late in collecting children then they will be suspended from using the service.***

LOCATION

Sessions will be held in the **SCHOOL HALL** and access is via the playground entrance door. The gate to the playground will be open from 7.55am.

ACTIVITIES

Our pupils, with their many gifts and talents, enjoy a wide range of activities within 'Wraparound': model making, ICT outdoor activities, reading, art, puzzle solving, construction activities and board games are just some examples of the activities which will be enjoyed during Wraparound.

HEALTH AND FIRST AID

Please do not send your child to Wraparound Care when he/she is suffering from an infectious disease. If your child has had a sickness bug, please make sure your child is free from sickness for 48 hours prior to returning to school.

IF SHOWING SYMPTOMS OF COVID-19 PLEASE FOLLOW THE GUIDELINES:

IT IS VITAL THAT IF A MEMBER OF YOUR HOUSEHOLD DISPLAYS SYMPTOMS OF COVID-19 YOU INFORM SCHOOL IMMEDIATELY AND FOLLOW THE GUIDANCE FOR HOUSEHOLDS WITH POSSIBLE CORONA VIRUS INFECTION. IF A PUPIL BEGINS TO DISPLAY SYMPTOMS IN SCHOOL, THEY WILL BE SUPERVISED IN THE DESIGNATED ISOLATION ROOM WHILST AWAITING COLLECTION. PPE IS AVAILABLE FOR STAFF TO ACCESS UNDER THESE CIRCUMSTANCES.

Minor accidents are recorded and parents are informed via text. If any hospital treatment is required, then parents/carers are always contacted after the emergency services have been called. A First Aider is in attendance at all times.

MEDICAL / DIETARY NEEDS

Medication can be administered by a member of staff but only when an 'Administration of Medication' form is filled out. A copy is in this pack and also available on the school website. If your child has a current Care Plan in school, this will be shared with Wraparound Care staff. If your child has any dietary needs, these must be clearly stated on the application form.

BEHAVIOUR POLICY

We encourage children, at all times, to learn good social behaviour from when they start at Hunwick Primary School and all children are expected to adhere to the school's Behaviour Policy. Parents/Carers are responsible for ensuring that children attending Wraparound Care understand that inappropriate behaviour is not acceptable. If there should be a problem, it will be discussed in detail with the Parents or Carers. Should the problem persist it may result in Parents/Carers being asked to remove the child from Wraparound Care.

PARENTS'/CARERS' RESPONSIBILITIES

- Parents/Carers must always inform school if the person collecting their child(ren) is not listed on the Wraparound Care Contact form.
- Parents/Carers are responsible for collecting children promptly at the agreed time. This is important as Hunwick Primary Wraparound Care is staffed on a strict ratio.
- Parents/Carers will be liable for the payment of late pickup charges, as detailed above, these will be applied for all late pickups after **5.00pm**.
- Parents/Carers must make sure that the school is given up to date contact telephone numbers/email addresses for each person who will be picking up children; to include mobile, home, workplace and any emergency contact numbers.
- Parents/Carers are responsible for paying at the time of booking via the gateway and any "last minute" bookings are paid accordingly on the day.
- All Parent/Carers will be asked to sign a contract with Hunwick Primary agreeing to the care arrangements being provided.

A Wraparound Care application form and contract must be completed prior to your child starting and this must include up to date contact and medical information. These can be returned to the school office or handed to staff on the first day the service is used.

At Hunwick Primary Wraparound Care all our staff are screened for working with children by having an enhanced Disclosure and Barring Service (DBS).

To find out further information contact the school office on 01388 602150 or email hunwick@durhamlearning.net