



Elmsleigh  
INFANT & NURSERY SCHOOL

Grow to be the best we can be  
**Wraparound Care Policy**

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Policy Owner: Ruth Samme (School Business Manager)

Ratified: Nicola Price (Executive Headteacher)



### **We aim to:**

- Provide full wrap around care in a familiar environment
- Provide an inclusive, happy, safe and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become independent and caring individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents and carers, working in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children.

### **We are committed to meeting the needs of parents and carers by:**

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges and our programme of activities.
- Encouraging communication with parents and carers.

### **Elmsleigh Wraparound is committed to providing:**

- Care and activities that put the needs and safety of children first.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- An inclusive play environment where all children respect and value each other, use kind hands and words and challenge inappropriate behaviour.

If you feel you want to share any matters regarding your child's welfare please contact Elmsleigh on 01283 216883.

## Sessions and Bookings

### Breakfast club

Parents need to pay for breakfast club in advance using Arbor with at least 1 week's notice. If your account is in debit, you will be required to clear this and your child will not be able to attend until all funds are paid.

Each session costs £2.50 per day / Pupil Premium £2 per day

Breakfast club starts from 7.50am.

Kindly note on the day "walk-ins" are not accepted due to staffing ratios. Please ensure that you book your child in on Arbor well in advance.

If you would like to pay with Tax-free childcare or Bravo Benefit vouchers, please let us know so that we are able to allocate payment against your child's Parent Pay account.

## Dropping off and Collection

You must drop your children off at the Hall entrance doors accessed from the playground from 7.50am, but please do not leave your child unattended at the entrance. The main school access gate will be open. A member of the club staff will come and collect your child from you and sign them in.

At 8.40 am, children will be sent into their classes ready for registration time.

## Our Staff

Our team of staff have suitable qualifications and experience in childcare and undergo continual training to ensure the best care for your child. Staff undergo DBS checks and have first aid and food hygiene qualifications. They are also fully trained in our school's safeguarding procedures.

All staff treat children as individuals with equal respect; our partnership with parents and carers is highly valued.

## Policies

All school policies will apply in terms of equality and diversity, confidentiality, safeguarding and health and safety related matters.

Policies linked to wraparound care include Anti-bullying, Behaviour, Charging and Remissions, Equal opportunities, Health and Safety, Intimate Care, Safeguarding, and supporting children with medical conditions.

## Child Protection & Safeguarding

All our staff understand their responsibility to be alert to the signs of abuse and are aware that they should report any high level concerns where a child could be at risk of immediate harm Designated Safeguard Leads as soon as possible. All staff employed receive regular safeguarding training and updates.

## Illness

If a child is ill during a session, the parent/carer will be contacted. Should the child suffer from an infection or infectious illness, the club will ask the parents/carers to collect the child immediately; with the understanding that the child will be accepted back at the club when he/she is fit. This action is necessary for the protection of other children from infections and illnesses.

Please inform us if a child is not attending due to illness. In the event of absence due to illness a credit against a session will be offered.

## Breakfast and Pupil Medical Diets

Elmsleigh is part of the National School Breakfast Programme (NSBP), funded by the Department for Education and delivered by Family Action, supports schools in England to provide children with a healthy breakfast at the start of the school day.

We provide a light breakfast that includes options such as bagels and a variety of breakfast cereals. Additionally, through our partnership with Fareshare, we receive a selection of food items that vary weekly, allowing us to offer options like toast, yoghurts, brioche, juice, and more. Alongside this, the children will have a range of supervised play activities to occupy them until school starts.

In order to comply with Food Standards Agency guidance and European government legislation, all menus require allergen Foods to be 'visibly, clearly and legibly displayed'. These 14 allergen foods are: Peanuts, Nuts, Milk, Soya, Mustard, Lupin, Eggs, Fish, Shellfish, Molluscs, Cereals Containing Gluten, Sesame, Celery & Sulphur Dioxide.

Each special dietary request made by parents/carers on behalf of their child should be made on the dietary request form. We will not be able to offer any food to your child until we have received back the appropriate dietary information. During this time, we request that you bring in a breakfast/snack for your child.

Parents/Carers will be asked to supply a medical / dietician letter to support the special diet requirements.

### Concerns

Should you have any cause for concern, please contact a member of the club team in the first instance. Should you wish to take the matter further, please follow the school's complaints procedure, which is available on our school website.