Wrap-Around Care
This policy applies equally to the EYFS, Pre-Prep and Prep as taught at St Hilary's School

Introduction
This document is a statement of the aims, principles and strategies for wrap-around care at St Hilary's School.

The safety of pupils is our priority whilst they are in our care at school. St Hilary's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff regardless of disability.

At St Hilary's, we aim to educate the whole child by providing unequalled opportunities, support and encouragement for the on-going development of academic, creative, spiritual, social, cultural and physical aspects of our children's lives.

St Hilary's School is dedicated to safeguarding and promoting the welfare of all its pupils; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty and responsibility of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. We actively promote democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.

Our aims are:
- to provide an outstanding, all round education
- to equip pupils with the qualities and skills required in school and beyond
- to recognise and utilise all our pupils' talents, whether academic, musical, sporting or other
- to ensure that all children - whatever their ability - achieve their full potential
- to develop in our children a real thirst for learning
- to provide a warm, safe and caring environment that enables all children to thrive

We do this by:
- providing a broad and balanced range of extra-curricular activities with strong subject specialist teaching
- building in opportunities for independent learning, creativity, problem-solving and use of technology

Wrap Around Care
An Extended School is one that provides a range of activities and services, often beyond the school day, to help meet the needs of its pupils, their families and the wider community. St Hilary's School provides many after school clubs, a breakfast club and After School Care, which cares for children who are on roll from

EYFS to the end of Prep, and who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

Before School Care and Breakfast Club
Between the hours of 7.30am and 8.00am, Before School Care and Breakfast Club takes place in the Pepperpot. Children may have breakfast if they wish, or do craft activities with staff.

Bookings should be made in advance. Children will be accepted on the day if there are unforeseen, unexpected circumstances.

Parents/Carers of children in Nursery, Kindergarten or Reception (EYFS) should press the buzzer at the school gate and then escort their child to the Pepperpot to be registered. Parents of pupils in Y1 to Y6 should press the buzzer at the school gate and the children should enter school via the courtyard, before going to the Pepperpot to be registered.

Extended care
There is a free holding service from 3.30-4.00pm for Reception and Pre-Prep pupils who have siblings in Prep, and for Pre-Prep children who are attending clubs which start at 4.00pm. This is run by class teachers. A register is held centrally on the X-drive which all staff can access, and which is completed daily by the teacher in charge of the holding club. Staff are also able to note if, for example, there are changes to who is picking up the child on a particular day, or if a child needs to attend After School Care that evening.

After School Clubs
A range of activities can be chosen for children in Year 1 – 6 after school, every day, from 3.30pm in Pre-Prep and 4.00pm in Prep. After School Care is available for all children who are two or above and EYFS ratios are always maintained. An information sheet about clubs is published prior to the start of each term, for parents to select clubs for the following term. These are paid for in advance. Some clubs have a maximum number due to safety and equipment required.

Homework Club
Homework Club is for Prep pupils and is held from 4.00-5.00pm. The Homework Club is held in a classroom and is for the purpose of completing homework or prep set on that day. If homework is complete, pupils then have time to read, or complete other nightly prep activities (times tables, French vocabulary, spellings). This is run as a classroom and normal school procedure is followed.

After School Care
From 4.00pm – 5.30pm, After School Care takes place in the Kindergarten classrooms. This is open for pupils from Nursery – Year 2 (4.00-5.30pm) and Year 3-6 (5.00-5.30pm). Tea is served to the children in After School Care at 4.30pm, as well as at 5.00pm for those children who join after attending a club. It is staffed by St Hilary's staff with the tea prepared by the catering staff.

At least one member of the EYFS staff is responsible for supervising the EYFS After School Care. Emma Purcell and Laura Amies are responsible for the running and administration of the EYFS, Pre-Prep and Prep After School Care and Emma Purcell is the SLT to overview.

- The gate is opened at 3.30pm, 4.00pm and 5.00pm and parents are invited in to wait on the Top Lawn for their child to be dismissed by a member of staff.
- Parents of children After School Care should wait at the main gate when they arrive to collect their child at the arranged time, and a member of staff will escort the children to the main gate for dismissal
- All clubs are dismissed from the Top Lawn
- At 5.30pm, if a child has not been collected, they will go to the Office with the on-duty staff and member of SLT where they will wait to be collected.
- Bookings should be made in advance, wherever possible.

- Children will be accepted on the day if there are unforeseen, unexpected circumstances; however, parents should endeavour to call the school before 12pm in order that tea can be provided. If it is booked after the catering staff have left for the day, the school may not be able to provide the child with tea.

Medical equipment, including auto injectors for those EYFS pupils that require them, are stored in the Kindergarten medical cabinet. For Pre-Prep and Prep pupils who attend wrap around care, injectors are stored in the medical room. Please refer to the Medical and First Aid Policy for further details. Relevant medical data is provided to the staff in wrap around care by the Lead First Aider.

A member of the SLT is responsible for After School Care every night on a rotational basis. They provide additional staffing, where required, and provide emergency support. If After School Care staff are on their own with one child, they must request the member of SLT on duty to join them. The member of SLT will also take responsibility for following the Uncollected Child Policy, where necessary. In this instance, the child should be brought to the office in the care of two fully-vetted workers (one at least Level 3 qualified and one Paediatric First Aid trained), one of whom is a member of the SLT - until the child is safely collected either, by the parents or other adults authorised to take the child home.

Ratios

The member of staff responsible for after school care is always Level 3 qualified and always have a current certificate in Paediatric First Aid training. The SLT member on call should be called on to assist in after school care when the following ratios are exceeded:

- When the ratio of more than 1:8 is met in EYFS after school care (for children over 3 years).
- When the ratio of more than 1:5 is met for two year olds.

Please refer to the **Supervision of Children Policy and the Playtime Supervision Policy.**

Wrap-around staff aim to provide the following:

- Supervised homework (except where Prep is available) and structured activities
- A safe, caring and stimulating environment
- High quality care at all times
- Experienced and committed staff
- A commitment to equal opportunities
- Safe equipment

Parents should

- make sure that the Parent Information Form is updated with emergency contact details
- collect children promptly at the end of the session.

Uncollected child policy:

In the event that children are not collected from the school /setting by an authorised adult within one hour after the official school day has closed, the **Uncollected Child Policy** will be adhered to.

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Person responsible: Mark Parton and Julia Ranger