



## **Hazelwood Schools**

# **Breakfast and After School Club (Wrap Around Care) Policy**

Reviewed and Adopted: **Summer Term 2024**

Reviewed by: HT/Resources committee

Next Review: Summer Term 2027

**Review every three years**

Our Wrap Around provision (Breakfast and After School Club) is run by a dynamic team of friendly, multicultural, experienced Hazelwood staff who have the children's best interests at heart. Our 12 Hazelwood Values are a big part of our ethos which all stakeholders are expected to exhibit.

We offer a safe, stimulating, nurturing environment suitable for all children from Nursery age to Year 6 where everyone is treated with respect. As we are an inclusive school, we welcome children with additional needs.

### **1. Aims:**

- To provide wrap around care before and after school
- To provide a safe and caring environment for children to enjoy at the beginning and end of the school day
- To provide activities to stimulate children in our care
- To promote healthy eating
- To support our working families by providing children with a familiar environment that they can attend directly before or after school

### **2. Admission**

Wrap Around provision is offered from Nursery to Year 6. Our Breakfast Club operates a 'turn up' policy, whereby parents can drop their children at breakfast club any day providing that their ParentPay account has available funds.

For After School Club, an application can be made via the school website or email to [office@hazelwood.enfield.sch.uk](mailto:office@hazelwood.enfield.sch.uk). A request for a place at After School Club must be arranged in advance.

If there is a waiting list for Wrap Around provision, we will prioritise siblings of children already attending the provision as well as those eligible for benefit related Free School Meals/Pupil Premium.

### **3. Breakfast Club**

Breakfast Club for Reception – Year 6 operates every school morning in Maple building from 7:45-8:45am.

Breakfast Club for Nursery operates every school morning in the Nursery building from 8:00-9:00am.

A typical morning includes breakfast which consists of toast, cereal and juice and the children can engage in a range of activities including: games, arts and crafts. Just before the start of the school day KS2 children are sent off to class, while EYFS and KS1 pupils are walked to their classrooms.

### **4. After School Club**

After School Club for Reception – Year 6 operates every school day in Maple building from 3:15pm until 6:00pm. After School Club for Nursery starts in the Nursery building at 3:00pm. The children join the main after school club after eating.

Children from Nursery, Reception and KS1 will be collected from the class teachers at the end of the day and taken to their After School Club. KS2 children will walk themselves.

Children will start the session with an appropriate nut-free snack and drink provided by parents/carers from Reception - Year 6 and by the school for Nursery children.

We deliver a range of activities, both inside and outside (weather permitting) to cater to everyone's interests and needs. These may include: arts and crafts, a role play area, fine and gross motor skills activities, a quiet area, construction, board games and team sports.

### **5. Cost**

The cost breakdown for our Breakfast and After School Clubs can be found on our school website or by clicking [here](#). This is payable in advance via your ParentPay account which must be in credit. If your account is not in credit and, for after school club, payments are not made before the first day of the new half term, your child's place at the Wrap Around provision may be at risk. An annual increase in charges in line with inflation and/or costs may be made. Parents/carers who incur arrears may have this facility withdrawn completely.

## **6. Late Collection & fees**

Parents/carers who are late collecting their child from After School Club will be charged a 'late fee' of £1.00 per child for every minute after 6:00pm and we will follow the procedures outlined in our Non-Collection of Children Policy. After two late collections from After School Club in a half term, your child's place may be withdrawn. The school operates - and sticks to - a strict zero debt policy.

## **7. Staffing**

After School Club is run by Teaching Assistants/Early Years Practitioners and Play Leaders, all with relevant first aid training and some with Food Hygiene qualifications. A member of the Senior Leadership Team (SLT) is also available during the club's opening hours to support staff.

## **8. Behaviour**

Our Wrap Around provision follows the whole school behaviour system and our Positive Behaviour Policy (a copy can be obtained from our website). Parents/carers will be contacted if there are concerns with behaviour. Exclusions from our Wrap Around provision are the final sanction when all possible strategies have been exhausted.

If a child's behaviour choices within the school poses a risk to either themselves or others, a risk assessment will be carried out by SLT to determine whether the child is able to attend our Wrap Around provision. This will be reviewed regularly.

## **9. Safeguarding**

All staff fully understand the need to be vigilant in regard to safeguarding. All staff have received appropriate safeguarding training and are fully conversant with the school's safeguarding procedures and policy. As part of their duty, staff will report any concerns to the Designated Safeguarding Lead (DSL), who will discuss concerns with the relevant people.