

# MICKLEFIELD SCHOOL



## Wraparound Care Handbook 2019/20

### **INTRODUCTION**

Micklefield School is a leading, non-selective, independent preparatory day school for boys and girls aged from 2 years 9 months to 11 years located in Reigate, Surrey.

Micklefield School is a happy and flourishing two-form entry school, where its pupils can enjoy all aspects of learning. The School aims to provide a stimulating, caring and challenging educational environment for its pupils. It fosters the pursuit of high standards in all aspects of education, including behaviour, and encourages success in learning and confidence in every pupil to take his or her place in society.

Our Wraparound Care is based in Belton House and aims to provide the following:

- A safe, friendly, secure and engaging environment;
- A range of activities to reflect the interests of the children in our care;
- To encourage children to be healthy, and
- To ensure good communication with parents and school staff.

### **WHAT WE OFFER**

#### **Breakfast Club**

Our new Breakfast Club will be open for pupils aged 3 and upwards between the hours of 7:30am and 8am in Belton House each day at a cost of £4 per child. Entry is through the main door at Belton House where a member of staff is on duty to greet and welcome children as they make their way to the breakfast area.

Children will be served a breakfast comprising of cereals, toast, fruit and juice.

#### **After School Club**

Our After School Club will be open for pupils aged 3 and upwards between the hours of 3:30pm and 6pm in Belton House each day costing the following:

Session 1 (3.30pm to 4.30pm) – £4

Session 2 (4.30pm to 6.00pm) – £9.50

The first session will include a biscuit and a drink, whilst the second session will include a light tea.

During each session, the breakfast and after school staff will always ensure that there is a varied selection of resources available as well as creating activities where children can relax with their friends.

Resources and activities are reviewed regularly and we encourage parents to provide feedback regarding any activities they feel their children might enjoy.

## STAFFING

Both Breakfast Club and After School Club are led by Micklefield School staff all of whom are Disclosure and Barring Service (DBS) checked and a minimum of two staff will always be present. We may also have volunteer staff at certain sessions. All staff will have completed an enhanced DBS check before being allowed to work as part of the Wraparound Care Team.

We aim to provide a smooth transition between school and clubs. All of our staff have significant experience of working with children and undertake professional development training.

## CLOSE WORKING RELATIONSHIPS

Breakfast Club and After School Club are both part of our Wraparound Care. We look forward to having open communication with our parents and we encourage you to speak directly with Mrs Barber (Wraparound Care contact) or email your queries to [office@micklefieldschool.co.uk](mailto:office@micklefieldschool.co.uk).

A message book will also be available during Breakfast Club should parents need to pass on a message to your child's class teacher. Breakfast Club staff will ensure that these are passed on before the start of the school day.

Breakfast Club and After School Club will be regularly reviewed and monitored by the school's Senior Leadership Team and will consider feedback from staff, pupils and parents to ensure that we are providing the best possible provision.

## BOOKINGS

Booking forms for both Breakfast and After School Club can be downloaded from the School website or a paper copy can be obtained from the school office. Please hand in or email completed forms to the school office: [office@micklefieldschool.co.uk](mailto:office@micklefieldschool.co.uk). We cannot accept emails asking for places in either Breakfast or After School Club without a signed form.

In order to be compliant with staff ratios, Breakfast and After School Club can be booked up to a half term in advance. However, Breakfast Club will operate on a 'first come, first served' basis, where children will need to be booked in (or a session cancelled) **at least, by 3:30pm on the previous day.**

After School Club will also operate on a 'first come, first served' basis, where children will need to be booked in (or a session cancelled) **by midnight on the Sunday before the new week begins.**

Both Breakfast Club and After School Club will try to accommodate short notice bookings where possible.

## MAKING CONTACT

A member of Breakfast Club staff will always be available at the front door of Belton House should you need share information or pass on a message. Should you need to call the After School Club staff, please call the school on the main phone number (01737 224212), otherwise, if it is after 5pm, please use our dedicated Wraparound Care phone number: 07597 974624.

These phone numbers should be used to inform staff of any short notice changes to collection time for your child, if you will be collecting earlier than planned, running late or that someone else will collect your child.

Bookings and queries should be directed to the school office email address wherever possible: [office@micklefieldschool.co.uk](mailto:office@micklefieldschool.co.uk)

## **POLICIES AND PROCEDURES**

Our Wraparound Care follows clearly defined school policies and procedures which are available on the school website or in the parent handbook. Key points of the main policies are included in this handbook.

## **TERMS AND CONDITIONS**

### **Admission**

Wraparound Care at Micklefield aims to be accessible to all children attending Micklefield School. Admission is organised by our School Office and a waiting list system will be drawn up should the need arise. This waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

We will need completed booking forms for your child before sessions can be booked. Once these are received by the School Office your child can attend.

Please Note: Ad hoc sessions will be offered subject to availability and cannot be guaranteed. Please contact the school office in person, by telephone or email for assistance.

Wraparound care is provided during term time only and will not operate on any teacher training days or bank holidays.

### **Payment of Fees**

Fees for both Breakfast Club and After School Club are charged termly in arrears and will be added to your termly invoice.

### **Changes to days and cancelling your place**

For our Breakfast Club, you will need to inform the school office by 3.30pm the day before if you need to cancel or rearrange your child's place. For the After School Club you will need to inform us by midnight on the Sunday before the new week begins.

If you need to change the days that your child attends, please email the school office detailing your request. We try to accommodate such changes wherever possible.

### **Arrivals and Departures**

Breakfast Club opens at 7.30am. Entry is through the main door at Belton House where a member of staff is on duty to greet and welcome children as they make their way to the breakfast area. At the end of the Breakfast Club Session (8am), preparatory children will remain in Belton House and the rest of the children will be escorted to the Woods Room, supervised by staff. Reception children will be taken straight to their classroom.

At the end of the school day children from Preparatory and Lower School will be brought by their teachers to the After School Club in Belton House. Each year group teacher will be notified which children are expected in After School Club. A register is taken when children arrive in our care, and parents will be asked to sign their child/children out. Collection is also via the main door at Belton House.

If you need a different person to collect your child on a particular day, you must notify the school office in advance. We will not release your child into the care of a person unknown to us without your authorisation. If your child remains uncollected after 6pm and you have not informed us that you will be delayed, we will try to make contact with you or, if we are unsuccessful, a member of the Senior Leadership Team will be contacted to agree the next steps.

## **Illness**

If your child becomes unwell whilst at either Breakfast Club or After School Club, we will contact you and ask you to make arrangements for them to be collected. Please inform the Wraparound Care contact, Mrs Barber, or the school office if you are aware of any illness your child may have or may be recovering from.

## **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times, and our Breakfast Club and After School Club are fully insured. Our staff are trained in first aid and a first aid kit is kept in Belton House. If your child has an accident whilst in our care, you will be informed when you collect your child. School Policy will be followed at all times.

## **Medication**

Please let the Wraparound Care contact, Mrs Barber, know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Breakfast Club or After School Club please speak to the school office.

## **Child Protection**

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details, please see our Safeguarding Policy available on the school website.

## **Equal Opportunities**

Our Breakfast Club and After School Club provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

## **GENERAL INFORMATION**

### **Behaviour (Children)**

In order to provide consistency for the children, Wraparound Care Staff will follow the behaviour policy of the school. Both the Breakfast Club and After School Club promotes the ethos of care, consideration and respect for everyone attending: children, staff and visitors. We encourage appropriate behaviour through: praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

### **Complaints Procedure**

If you have any queries or comments, or need to discuss any matters concerning your child, we encourage you to speak first speak to our Wraparound Care Leader so that all matters can be addressed and dealt with immediately. It is hoped that most complaints will be resolved quickly and informally. However, if parents do have a complaint, they can expect it to be dealt with courteously in accordance with the school's complaints procedure.

*Reviewed: September 2019*