



ST DAVID'S
PREPARATORY SCHOOL



THE DRAGONS



ST DAVID'S WRAPAROUND CARE
INFORMATION WITH
TERMS AND CONDITIONS



Dear Parent/Carer

We understand the significance of wraparound care in supporting families and ensuring that children have a positive and enriching experience outside regular school hours.

St David's wraparound Care is committed to creating a vibrant, inclusive and nurturing environment where every child has the opportunity to explore their interests, develop new skills and form lasting friendships. Our goal is to provide a safe and supportive space that nurtures creativity, encourages academic growth and enhances physical and emotional well-being. We emphasise high-quality play experiences and work closely with parents and the school community, continuously enhancing our services through regular observation and reflection.

Our program is designed to offer a diverse range of engaging activities that challenge and inspire children, ensuring each day brings a unique and exciting experience. At Breakfast Club, children receive a nutritious breakfast to start their day. Similarly, at After School Club, all children are provided with a light tea to recharge after their day. Our activities are selected to be both child-led and initiated by our dedicated team, allowing us to meet the needs of every child. From arts and crafts to board games, construction activities and sports, we have something for everyone to enjoy.

We look forward to welcoming your child to our wraparound care program and working together to provide a positive and enriching experience for all.

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1. Clubs Times and Details

Breakfast Club

Club days: Monday - Friday **or** a choice of days

Club time: 7:30am - 8:10am

Per day	£6.00
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Breakfast will be provided for the children and served from 7:30am to 7:50am. This ensures the hall can be cleared by 8am ahead of the school day.

After School Club

Club days: Monday - Friday **or** a choice of days

Club time: After school - 6:30pm

Per day	£17.30
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Children attending extra-curricular clubs can join After School Club when their activity finishes. Our afterschool club will include a light tea for children but **please note this is not a meal replacement.**

2. Booking and Payment Details

Bookings will be taken via a booking link through a Microsoft Form that will be available by email and on our website, payment will be charged to your school account in arrears per term.

We understand that flexibility is important for parents/carers and will therefore also accept ad-hoc bookings which can be made by directly contacting the email address:

stdavidsafterschool@royalrussell.co.uk

The fees for an ad hoc booking for **Breakfast Club** will be £6.80 (subject to available spaces).
The fees for an ad hoc booking for **After School Club** will be £19.30 (subject to available spaces).

Childcare Vouchers

We accept payment of childcare vouchers. You do not have to register to book with childcare vouchers. At the end of each term, you will receive an invoice which will contain your amount school fees and a separate line with the amount of Breakfast Club and After School Club fees. You will then be given the option to pay for After School Club with childcare vouchers by our finance team and they will advise you on how to do this.

Changes to bookings

Any changes of bookings require a 4-week notice period which can be given via email at stdavidsafterschool@royalrussell.co.uk

All bookings must be paid for if changes are not made within the 4 weeks' notice period.

3. Key Information and Contact Details:

Sarah Syradd (Headteacher and Designated Safeguarding Lead): ssyradd@stdavidsschool.co.uk
Wraparound Care: stdavidsafterschool@royalrussell.co.uk

4. Daily Routine for Breakfast Club

- Entry to Breakfast Club will be through the front door. Children may start arriving at the Breakfast Club from 7:30am onwards. Attendance is taken to maintain a record of all attendees.
- Breakfast choices include toast, cereal and fruit. After eating, they can choose from a variety of activities.
- To ensure that children have enough time to enjoy their breakfast, we request that they be dropped off no later than 7:50am
- At 8:10am, children will go to the playground and a smooth transition between the Breakfast Club staff and the teaching staff is ensured.

5. Daily Routine for After School Club

- When each year group finish at their designated times, they will proceed to the hall for After School Club.
- A positive handover is ensured between the staff leading the After School Club and a register is taken.
- Pupils choose from a wide range of activities and play with other children and alongside adults, using both the inside and outside areas of the school.
- When extra-curricular clubs end any children who are booked into After School Club will be taken to their specific area depending on their year group and will be registered.
- From approximately 4.00pm, children wash their hands and have a light tea that is provided.
- Once pupils have finished eating, they return to their specific areas and continue with activities.
- If children have an extra-curricular club, they will be provided with their light tea when they arrive at After School Club.
- All children must be collected via the front door. We ask that all parents/carers ring the doorbell and wait in the foyer and inform the After School Club Manager who they are collecting. The After School Club Manager will collect the child from After School Club and bring them out to be collected by the parent/carer.
- There will be no access to any other areas of the school for parents during After School Club times e.g. upstairs classrooms.
- We expect all children to have been collected by 6.30pm at which time the After School Club is closed.

Please note:

If for any reason you are going to be delayed, you should email stdavidsafterschool@royalrussell.co.uk. We will only allow your child/children to be collected by the person named on your children's information contact form. Should you wish someone else to collect your child/children please inform us in advance via email.

6. Members of staff

Breakfast Club provision is led by a Level 3 qualified member of staff and all other staff follow our ratio guidelines. All staff members will be identified by their ID badge.

After School Club always has a Level 3 qualified member of staff present. Additionally, most other staff in our After School Club are also Level 2 qualified ensuring all ratios are adhered to. All staff members will be identified by their ID badge.

After School Club staff undertake regular appropriate training and have been subject to an enhanced DBS disclosure, completed a disqualification declaration and been checked on the barred list and prohibited list (where appropriate).

Suitably qualified additional staff employed by the school may support or cover the After School Club team where required, either due to covering absence or due to increased ratios.

7. Staff ratios

St David's wraparound care ratios are as follows:

Nursery children (aged 3 – 4 yrs): 1:8

Reception to Form 6 (aged 4 - 11 yrs): 1:12

8. Catering

The food provided during the Breakfast Club and After School Club will be catered by the school's catering partner, Thomas Franks. Breakfast options will include; toast, fruit and a variety of cereals. Light tea will include a variety of hot and cold options but is intended as a snack, not a substitute for a main meal.

9. Provision

Our wraparound care provision offers a wide selection of activities, where pupils can access child-led engagement as well as being supported by adults. Staff plan and prepare creative craft and play activities for all children to enjoy. The interests and ages of the children are taken into consideration when preparing activities.

Attention is given to the seven areas of learning within the EYFS; however, it is recognised that these are recreational after-school activities which may have a wider scope than the EYFS Statutory Framework.

The three prime areas of EYFS development are:

• Personal and social development

We provide a stimulating play environment to encourage self-control, independence, confidence, co-operation and sharing. We actively promote self-confidence, self-esteem and an understanding of right and wrong.

• Communication and language

We encourage children to talk to each other and to listen to each other. Through positive examples, we promote the important skills of conversation, following and giving clear instructions, asking and answering questions politely with relevant responses.

• Physical Development

We provide opportunities for outdoor play with a range of equipment, to promote coordination and control, to learn structured games and to promote positive attitudes towards a healthy and active way of life.

The four specific areas are:

• Literacy

We provide a variety of books and magazines for the children to explore and enjoy individually, in groups or with an adult. We also have story books that the children can enjoy listen to on the computer. Children have access to a range of mark making and writing opportunities.

• Mathematics

We provide a range of games and activities that actively encourage the children to count in sequence and use mathematical language appropriately. Construction activities promote exploration of shape, space and measure.

• Understanding the world

The children are encouraged to use their senses to investigate the environment and discover more about the world in which we live. We provide small world play settings and role play areas for the children to act out what they learn.

• Expressive Arts and Design

We provide the opportunity to develop aesthetically and creatively in as many ways as possible and to develop the imagination of each individual using role play. We encourage the children to become skilled in their ability to use different media, tools and materials creatively and with confidence.

We recognise the importance of differentiating activities for various age groups of children. Hence, for the older children, we will implement a more structured activities while still incorporating flexibility and opportunities for free play. The general list of activities we will provide are as follows:

- Creative play
- Arts and crafts
- Science/experiments activities
- Messy play
- Drawing area
- Construction building
- Role play
- Imaginative Play
- Book corner/quiet area
- Physical indoor and outdoor play
- Board games and puzzles.

Please note that there will be a designated area where children can complete their homework if they choose to. However, the club staff will not provide direct homework assistance at this time.

10. Equal Opportunities

In accordance with our school policy for equal opportunities, staff will ensure that all children have equal access to the activities without discrimination. Through positive examples from staff, children will be encouraged to respect similarities and differences of race, gender, ethnicity, culture, faith and ability that exist in our diverse school.

11. Health and Safety

We promote health and safety at all times. At least one member of staff on site will hold Paediatric First Aid qualifications and all staff are kept up to date with first aid and food hygiene procedures. In the case of a medical emergency, staff would follow the same guidelines as published in the school's First Aid Policy.

Accident and Injury

At St. David's After School Club, we prioritise the safety and well-being of the children in our care. Every effort is made to reduce injury and maintain a safe play environment. Our club's manager and staff are proactive in identifying potential risks and implementing preventative measures.

First Aid and Emergency Procedures

First Aid Training: At least one staff member at the club is trained in Paediatric First Aid, including anaphylaxis and adrenaline auto-injector training.

Minor Accidents: If a child sustains a minor injury, a trained staff member will administer appropriate first aid. Parents will be informed either at collection or by telephone, depending on the situation.

Serious Accidents: In the event of a serious accident, a first aider will provide immediate care to ensure the child's safety and comfort. Simultaneously, an ambulance will be called and the child's parents will be contacted immediately by telephone.

Recording and Reporting

Accident Recording: All accidents will be recorded on an 'incident report form' and provided to parents at the time of collection.

Food hygiene

All food and drink are prepared by the catering staff Thomas Franks and all children's dietary requirements are met. At St. David's After School Club, food hygiene training is provided regularly to all team members, ensuring that everyone stays up to date with the latest hygiene practices and standards.

EpiPen's and Asthma Pumps

If your child has an EpiPen for a food allergy, we kindly request that you provide an EpiPen specifically for use during the After School Club.

If your child has an asthma pump, we kindly request that you provide an additional pump specifically for use during the After School Club.

12. Signed consent from Parents/Carers

We require signed consent from parents for the following:

- **Administering Medicines:** Permission to administer medicines, including Calpol.

Medicines are stored in their original containers, clearly labelled and kept out of children's reach. A written record is maintained for all medications administered to children, including Calpol, on the child's designated medicine form. Your signed consent helps us ensure that we are meeting your wishes and providing the best care for your child.

13. Long Term Medical Needs

It is essential for St. David's After School Club to have detailed information about any child's long-term medical condition. The club will work closely with the school to gather all relevant information to ensure the child's needs are fully understood and supported.

The club must be notified of any relevant health conditions before the child begins attending. If necessary, a Health Care Plan (HCP) will be provided to the After School Club Manager by St David's School. Conditions that may require special attention include eczema, asthma, diabetes, epilepsy and anaphylaxis.

If administering a child's prescription medication requires specialised technical or medical knowledge, the After School Club manager must be notified. Individual training for staff will be arranged, delivered by a qualified health professional and tailored to the child's specific needs. The child may not be able to start at the club until this training has been completed.

14. Fire drill

All staff and children must be familiar with the fire exits and participate in regular fire drill practices. On hearing a fire alarm, all staff will follow the fire evacuation plan, exiting the building by the nearest available exit and taking the quickest route to the fire assembly point. Fire risk assessments are conducted annually, or sooner if there are any changes to the premises or the organisation.

15. Safeguarding

St David's Preparatory School understands that safeguarding is everybody's responsibility and is committed to the health, safety and well-being (both physical and emotional) of all children in its care. All care and supervision of children in wraparound care will involve vigilance with regard for the School Safeguarding Policy to provide a safe environment in which pupils can develop, in line with evolving governmental guidance and statutory obligations. All staff in wraparound care have a responsibility, at all times, to safeguard our pupils, take all welfare concerns seriously and encourage children to talk to them about anything that worries them. The After School Club Manager will be in charge of safeguarding during the hours of After School Club. If a staff member has any concerns about a child, these should be reported to the After School Club Manager who can liaise and report any concerns to Sarah Syradd, the Designated Safeguarding Lead of St David's. Any member of staff must make a referral if they believe a child is at risk of significant harm and in need of support services.

16. Behaviour

We are able to manage a wide range of children's behaviour in a way which promotes their welfare and development. This is achieved in line with the whole school Behaviour Policy. If necessary, we will inform the appropriate adults of any behavioural situation.

17. Partnership with Parents/Carers

After School Club staff work in partnership with parents to meet the needs of pupils both individually and as a group by sharing all daily information. Class Teachers are asked to pass on any vital information to the After School Club Manager as it arises and likewise, the After School Club

Manager should pass on any vital information arising from After School Club to the Class Teacher. Should parents have any complaints that cannot be resolved through discussion with the After School Club Manager, they are asked to either contact a member of the School's Leadership Team or put their complaint in writing in line with the School Complaints Policy.

18. Parental responsibilities

At St. David's After School Club, we believe parents and carers are the most important figures in a child's life. We aim to work in close partnership with you to ensure the best care and support for your child. Your cooperation and communication help us provide the best possible care and support for your child. Together, we can create a safe and nurturing environment for their growth and development.

Your Responsibilities:

- **Contact Information:** Please provide us with up-to-date contact details, including any changes in address or phone numbers.
- **Medical and Dietary Information:** Inform us of any allergies, medical diagnoses, or changes to your child's diet or eating habits and provide any relevant Health Care Plans.
- **Emergency Contacts:** Ensure we have current emergency contact information for individuals who can take responsibility for your child in your absence.
- **Pick-Up Arrangements:** Notify us if someone else will be collecting your child from the club. We will not release your child to anyone not previously authorised by you.
- **Absence Notification:** Inform us if your child will be absent so we are aware not to collect them for After School Club. This is important for safeguarding and maintaining accurate records.
- **Life Changes:** Notify us of any significant changes in your child's life that may affect them whilst in our care.
- **Medication Information:** If your child has received any medication before arriving at the club, let us know, including the time it was administered.
- **Maintain Effective Two-Way Communication:** Engage in open and honest communication with our staff.
- **Display Mutual Respect:** Treat staff, children, and other parents with courtesy and respect.
- **Approach Us to Resolve Issues:** Contact us directly to address any concerns or issues you may have.
- **Clarify Your Child's Version of Events:** Discuss incidents with your child to seek a peaceful resolution.

19. Collection of Children

- **Authorised Persons:** We will only allow your child to be collected by the appointed person unless we have been informed beforehand via email by an authorised adult.

Late Collection of Children

- **Procedures for Late Collection:** If by 6.30pm no parent/carer has arrived and all other contact details have been tried, then the After School Club Manager will contact the Designated Safeguarding Lead and if the child remains uncollected by 7pm and no emergency contacts can be reached, it will be deemed a child safeguarding problem and local police/social services will be informed for emergency assistance.

- **Emergency Contacts:** If staff are unable to reach either the parents or an emergency contact, the Designated Safeguarding Lead will be informed.
- **Safeguarding Measures:** As a last resort, if the child has still not been collected after one hour and no contact has been made with any emergency contacts, it will be considered a child safeguarding issue. The local police or social services will be contacted to provide emergency care.
- **Late Fees:** There is a late fee of £15 for every 15 minutes past the collection time (see Fees). Continuous late collection may result in the withdrawal of your child's place at the club.

Your cooperation with these procedures helps ensure a secure and well-organised environment for all children.

20. Security of Clubs

At St. David's wraparound Care, ensuring the security of our premises is paramount.

- **Entry Procedures:** Parents are kindly reminded not to hold open gates or front doors for anyone else when entering the school building.
- **Designated Entry Point:** Please use only the front door to gain entry as detailed by the club manager. No other gates within the school premises should be used.

Your adherence to these security protocols helps us maintain a safe and secure environment for all children, staff and visitors.

21. All weather

As part of St. David's wraparound Care, we ensure that all children have opportunities to engage in outdoor play throughout the year, regardless of the season. To facilitate this, it is essential that children have appropriate clothing and protection for varying weather conditions.

Spring/Summer

During hot weather, it is important for children to have adequate protection. This includes:

- Sun hats
- Clothing that covers sensitive areas such as the neck, shoulders, and back
- Sunscreen provided by parents or guardians
- Children will have access to their water bottles or drinking water at all times.

When temperatures are extremely high, outdoor play will be limited during peak hours. Shaded areas will also be provided for additional protection.

Autumn/Winter

In the colder months, children will experience various weather conditions such as snow, wind and ice. To ensure they are comfortable and protected, the following clothing is required:

- Hats, gloves, warm coats, and wellies
- Please ensure all items are clearly labelled with the child's name.

During extremely cold weather, outdoor play will be limited to shorter periods to protect children from excessive exposure to the cold.

22. Policies and procedures

The policies and procedures of St. David's After School Club provide comprehensive guidelines to ensure the smooth and effective operation of the club. These guidelines are designed to assist both parents and staff in achieving our objectives and in adhering to all relevant legislation. The policies and procedures at St. David's After School Club are fully aligned with those of the school, ensuring consistency and adherence to the same standards and guidelines.

23. Resources

Resources for the After School Club are replenished and updated regularly through a rolling procurement program, ensuring that materials, equipment and supplies are consistently maintained. The rolling program is funded through the After School Club budget, allowing for strategic planning and prioritisation of purchases based on the club's evolving needs.

24. Monitoring and review

This After School Club programme will be monitored by the After School Club Manager and Deputy Commercial Manager and will be reviewed or amended in line with any changes to the organisation, premises or legislative requirements arising before the review date if needed.

25. Holiday Club

Our Holiday Club runs through 10-weeks of the school holidays, of which dates can be found on the school website for the current academic year. Operating hours for the club are 09:00-17:00, priced at £43 per day. Early drop-off from 8am and late pick-up until 6pm can be added each day for an additional £5 per session. The club is booked through the website 'classforkids' and spaces are released around 5-weeks before the upcoming holiday, of which parents are notified of by e-mail.

The Holiday Club is designed to provide an enjoyable and engaging environment for children, combining fun activities with opportunities to learn new skills with friends. The club is run by the manager of the After School Club and many of the same team that work at the club which provides familiarity for children attending. Activities include arts and crafts, themed activities based on the holiday season, team building challenges, sports activities, cooking tasks and more!

Information from other sections of this booklet also applies for the Holiday Club unless stated otherwise. The same contact e-mail should be used should you have any further questions regarding the Holiday Club - stdavidsafterschool@royalrussell.co.uk.

26. Afterschool Terms and Conditions

The following Terms and Conditions apply to the St David's Prep After-School Club. By submitting a registration form, parents/carers confirm that they have read, understood, and agreed to these terms and conditions. Please address any questions before submitting the registration form by contacting us.

1. Registration forms must be fully completed and submitted before a child can be allocated a place, including the acceptance of these terms and conditions.
2. Bookings are made via a Microsoft Form link available by email. Payment will be charged to your school account in arrears per term.

3. Parents/carers are responsible for informing the After School Club Manager of any changes to contact numbers, ensuring all details on the registration form are accurate and up-to-date. Changes must be emailed to stdavidsafterschool@royalrussell.co.uk.
4. If your child is unable to attend a session due to sickness, please let us know via email at stdavidsafterschool@royalrussell.co.uk. We unfortunately cannot offer a refund or exchange of dates for any absences.
5. Changes to booking days require 4 weeks' notice in writing, which can be emailed to stdavidsafterschool@royalrussell.co.uk.
6. The After School Club starts at 3:10 pm, with children being brought into the hall by their class teachers. Tea is served between 4:00pm and 5:00pm. Parents must collect children on or before the timings that they have booked for.
7. All children are reminded to collect their belongings from the classroom before arriving at the After School Club. Parents/carers and children are not permitted to return to classrooms at the end of the day.
8. We will only allow your child/children to be collected by the person named on your children's information contact form.
9. If you are going to be late, it is crucial to inform us by email stdavidsafterschool@royalrussell.co.uk.
10. Parents/carers will incur a late collection charge of £15.00 for every 15 minutes if they are late collecting after their booked collection time. This charge will be added to the school fees account.
11. If no parent/carer has arrived by 6:30 pm and all contact details have been tried, the After School Club Manager will contact the Designated Safeguarding Lead. If the child remains uncollected by 7pm and no emergency contacts can be reached, it will be deemed a child safeguarding issue, and local police/social services will be informed for emergency assistance.
12. The After School Club will not operate on the last day of term and on days when the school is closed to pupils. Parents/carers will not be charged for days when the club is closed.
13. The After School Club adheres to all relevant St David's School policies and procedures.
14. The After School Club staff aim to provide a safe, stimulating, and happy environment for all children. We manage a wide range of children's behaviour in a way that promotes their welfare and development, in line with the whole school Behaviour Policy. If necessary, we will inform the appropriate adults of any situation.

Breakfast Club Terms and Conditions

The following Terms and Conditions apply to the St David's Prep Breakfast Club. By submitting a registration form, parents/carers confirm that they have read, understood, and agreed to these terms and conditions. Please address any questions before submitting the registration form by contacting us.

1. Registration forms must be fully completed and submitted before a child can be allocated a place, including the acceptance of these terms and conditions.
2. Bookings are made via a Microsoft Form link available by email. Payment will be charged to your school account in arrears per term.
3. Parents/carers are responsible for informing the Breakfast Club Manager of any changes to contact numbers, ensuring all details on the registration form are accurate and up-to-date. Changes must be emailed to stdavidsafterschool@royalrussell.co.uk.
4. If your child is unable to attend a session due to sickness, you must notify a member of staff via email at stdavidsafterschool@royalrussell.co.uk. We unfortunately cannot offer a refund or exchange of dates for any absences.
5. Changes to booking days require 4 weeks' notice in writing, which can be emailed to stdavidsafterschool@royalrussell.co.uk.

6. The Breakfast Club operates from 7:30AM to 8:10 AM. We will stop serving food at 7:50 so children must be dropped off before this time to be able to receive breakfast.
7. If you are going to be late to drop off your child/children, it is crucial to inform us by email: stdavidsafterschool@royalrussell.co.uk.
8. Changes to booking days require a 4-week notice to avoid charges.
9. The Breakfast Club will not operate on days when the school is closed to pupils. Parents/carers will not be charged for days when the club is closed.
10. The Breakfast Club adheres to all relevant St David's School policies and procedures which can be found at <https://stdavidsschool.co.uk/about-us/policies-procedures/>.
11. The Breakfast Club staff aim to provide a safe, stimulating, and happy environment for all children. Should you have any questions regarding any policies above please do not hesitate us to contact us at stdavidsafterschool@royalrussell.co.uk.