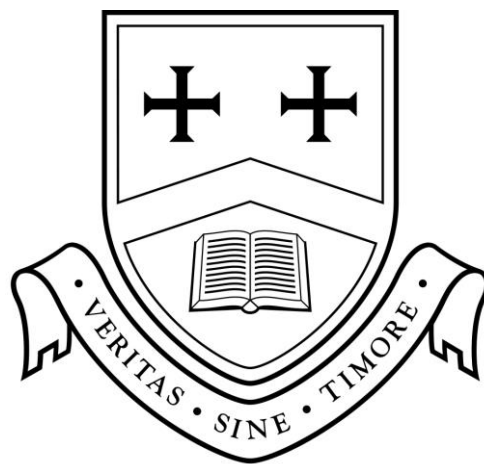


## Wrap Around Care Policy



CATERHAM  
PREP

## Caterham Prep School

### **Wrap around Care Policy and Procedure**

This policy applies to all pupils at Caterham Prep School including those in the EYFS setting.

#### **Rationale**

Caterham Prep School is committed to offering wrap around care for pupils before the start of the school day and after the end of the school day. The school recognises the need for many parents to work or attend to other commitments and aims to provide an affordable, high quality and age appropriate level of care before and after school.

**Breakfast Club** refers to the care offered between 0730 and 0815 Monday-Friday. This is held in the Hall in Mottrams.

**Sibling Club** refers to the care offered to Pre-Prep Children between 3.15 or 3.25 to 3.40pm. This care is solely for pupils whose parents are collecting older siblings from the Prep School. It cannot be used by children who do not have an older sibling. There is no charge for this facility. Children will be cared for in Mottrams classrooms and will be dismissed at 3:40pm under the covered area.

**After School Care** refers to the care offered after the end of the school day up until 1800 hours within Mottrams Hall. This is offered Monday-Friday. It does not include the after school clubs and activities offered to Prep School children.

Children from Nursery to Year 6 may attend wrap around care. We do request parents of our younger pupils are mindful of the length of the day when booking sessions for their children. If the school feels that any pupil is unable to cope with the extended sessions due to their age, we withhold the right to withdraw the provision. This is in the best interest of our pupils' wellbeing.

#### **Charges for sessions**

Charges are made for both Breakfast and After School Care but not currently for Sibling Club.

#### **Activities during sessions**

### Breakfast Club

- After eating breakfast, the children engage in quiet activities such as drawing, puzzles, reading or watching a DVD.

### Sibling Club

- During Sibling Club pupils are given a snack and engage in a quiet activity such as watching a DVD or reading a book.

### After School Care

Pupils will be given food and will have a choice of activities such as board games, drawing/colouring, simple craft activities, reading or looking at books and (at times decided by the ASC staff) using the playing field and outdoor facilities for activities and games. There will be an emphasis on pupil led activities, choice and relaxation rather than adult initiated and led activities.

ASC staff will assess the appropriateness of activities for the age and number of pupils present and will ensure that the health, safety and welfare of all pupils is considered when selecting an activity.

### **Food and drink**

Food and drink is prepared and handled in accordance with the school's food handling policies and procedures.

### Breakfast Club

- Food offered at Breakfast Club includes toast, cereal, fruit, milk and water.

### Sibling Club

- Biscuits and fruit are offered to pupils at Sibling Club.

### After School Care

- A light supper, fruit and drinks are offered to pupils

Prior to handling food, staff will wash hands thoroughly and supervise pupils as they do so.

### **Staffing and Ratios**

- Breakfast Club – Staffing can vary due to numbers but there will always be a minimum of two staff on duty to comply with ratio requirements.
- Sibling Club - This will vary depending on the numbers for each year group but will always comply with ratio requirements.
- After School Club – Staffing can vary according to numbers but there will always be a minimum of three staff on duty. Ratios for staff looking after EYFS children (currently 1 adult per 8 children) are adhered to.

- Places for Breakfast and After School Care are booked in advance with limited adhoc bookings through WisePay subject to availability. Prep pupils attending After School Care also need to confirm their attendance with their Form Tutor on the morning in question.
- All pupils in the Pre Prep School are brought to ASC by their teacher or teaching assistant. All pupils from the Prep School are accompanied at 4.45pm from Prep Club or their activity to ASC by a Teaching Assistant, who hands them over to ASC staff.
- A register is taken at breakfast, after school care and sibling club. Pupils are signed out when collected from after school care.

### **Late collection**

If a parent carer is aware that they will be late to collect (after 6pm) they should call the After School Care Mobile (07980 720 881) to notify staff. If staff have not received a message, they will call parents/emergency contacts at 6:10pm. **Late charges are applied when pick up occurs after 6pm.**

### **Procedure in the event After School Club is unable to operate**

It is extremely unlikely that the After School Club is unable to operate and is only likely in extreme conditions when the school shuts early or does not open at all. If the After School Club cannot operate but pupils remain on the premises at home time a member of SMT will organise for staff supervision of pupils.

This policy should be read in conjunction with  
 Safeguarding Policy  
 Health and Safety Policy and Arrangements  
 Fire Policy  
 First Aid Policy  
 Missing Child Policy  
 Uncollected Child Policy

**Annie Ingrassia, Deputy Head, Prep School  
 2021**

**September**

To be reviewed September 2022