

# NORTHWICK MANOR PRIMARY SCHOOL

## WRAP AROUND CARE



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# Introduction

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Northwick Manor Primary School understands the demands and challenges of modern-day schedules and how extended hours can be hugely beneficial to working parents. We are committed to offering a nurturing and enriching environment that extends beyond the traditional school day. WRAP gives Northwick Manor children access to high quality, affordable and reliable childcare that fits in with normal working hours.

Wrap Around Care aims to give your child the best possible start and end to their school day. The children have the opportunity to mix with others from all year groups in a fun and friendly environment, which in turn promotes their learning and development. It is lovely to watch new friendships form and younger children grow in confidence and learn and play alongside their peers.

Our Wrap Around Care is managed in-house by school staff, offering our pupils and families close links, familiarity and a continuation of our school aims and ethos.

On a day to day basis Wrap Around Care is led and run by Mrs Pullen our Wrap Manager and overseen by Mrs Tombs our School Business Manager.

# Session timings

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Parents have the option to choose childcare that best suits their needs. The options available are listed below:

## **Breakfast Club - 7.30 am until school starts**

Our very popular Breakfast Club runs from 7:30am each morning providing a nutritious start to your child's day. Your child will be supervised by our own staff and can enjoy a selection of breakfast options such as toast, crumpets, bagels, fruit bread, cereal and fresh fruit. We also provide a variety of drinks.

At 8:45am the children are guided to their classrooms, reception children will always be escorted and handed to their teachers.

## **After School Care - 3.15pm until 6.00pm**

After school care runs from the end of the school day until 6.00pm where your child can enjoy playing or relaxing after the busy school day. Children attending After School Club will receive a light snack at 3.15pm.

Full wrap around care from 7:30am through until 6:00pm including a breakfast and light tea is £15.00 per day.

Our afterschool menu runs on a 3 week cycle, this is available to be viewed on the school website.

# Charges

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Charges from September 2024 are as follows:

<b>PROVISION</b>	<b>Timings</b>	<b>Charges</b>
Breakfast Club	07.30-08.45	£5.50 per session
After School Care (inc. snack and drink)	3.15 -4.30pm	£5.50 per session
After School Care (inc. snack and light tea)	3.15 -6.00pm	£12.00 per session
Full WRAP Around Service	07.30 -6.00pm	£15.00 per session

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# Booking

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Registration and Booking forms are available from the school office.

# Activities

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We offer a fantastic array of play and educational activities for your child to participate in both before and after school including:

- Arts and crafts – Painting, play dough, making cards, masks, colouring and puzzles etc.
- Board and card games – Uno, top trumps, connect 4, monopoly, chess and many others.
- Pool and chess competitions.
- Computers which are supervised with access to educational programmes and educational games. Children can (but are not made too) access the computers for homework or product research.
- Creative play – Lego, Duplo, play mobile, cars/garage, dolls, dolls house, dressing up, building blocks etc.
- Group games – Variety of ball games, bench ball, and dance games amongst others provide access for all year groups.
- We provide outdoor play weather permitting.

# Emergency cover

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We can also provide emergency care for your child if we have the availability. Please ring the school office to make an enquiry or book.

We also have an emergency contact no 07534014750 for After School Care.

We pride ourselves in the quality of our childcare, educational knowledge and qualifications, skills and capabilities.

We are a friendly approachable team and are always ready to answer and help with any parent's queries or concerns.

If you are interested in a place for your child in wrap around care or would like more information then please enquire at the school office or contact Mrs Pullen or Mrs Tombs.

The mobile phone is only manned whilst WRAP is on. You can also email us on [wrap@riverscofe.co.uk](mailto:wrap@riverscofe.co.uk) for all communication.

# Terms & Conditions

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Before we can accept your booking, you must read and agree to the following terms and conditions of wrap around care.

Your child must be registered with Northwick Manor Primary School before bookings are made, even if you only intend to use wrap occasionally.

Registration and Booking Forms are available from the school office.

To guarantee a booking, places need to be registered and paid for in a timely manner. A £10.00 admin fee will come into play if we need to chase payment. Bookings may well be cancelled and re-offered out if payments are not received.

Children may only attend wrap around care when they have had official communications from school confirming a place.

Ad-hoc bookings will only be facilitated if possible, this will be governed by staffing levels. Once care is booked and confirmed any changes to that care will be chargeable as additional sessions. All sessions will still need to be paid for in a timely manner otherwise a £10.00 admin fee will be chargeable.

Booking for long term care will only be taken from the official booking form, no phone messages will be accepted.

No refunds will be made if the club is forced to close due to extreme weather conditions or circumstances beyond our control.

No refunds will be made for pupils attending school trips, school residential courses or after school clubs. Due to increasing numbers we are also unable to swap days.

# Terms & Conditions

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You must inform us in writing, if anyone else, other than those listed on the registration form will be collecting your child.

Parents must inform the Wrap Manager or the school office of any change of address, contact phone numbers or changes in medical conditions.

In an emergency trained staff will administer first aid, and accompany the child to hospital until parents / carers can take over.

Staff will administer medicine such as those provided for asthma, diabetics and epi-pens if needed. Staff will administer all prescription and non- prescription drugs in accordance with the department of education guidelines i.e. Supporting Pupils at School with Medical Conditions and Managing Medicines in Schools and Early Year's Settings, providing the correct consent form has been completed in advance.

Children who are ill must not attend wrap and in the event of sickness or diarrhoea must be off for 48 hours after the sickness and diarrhoea has finished no refunds will be made.

If your child is unwell whilst at wrap, staff will contact you to collect your child. Once again no refunds will be made.

If your child is unable to attend a session no refunds will be made. Please ensure you ring in and inform staff of this.

Parents are not permitted to use the staff carpark.

Pick up for all children will be from the designated pick up point only. All children will need to be signed out.

# Terms & Conditions

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Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone the Wrap Manager on 07534014750, if your child stays into the next session by 15 mins the fee for that session will apply.

Parents who are late collecting their child after 6pm will incur a charge of £5.00 per 15 mins.

Four week's notice must be given to cancel all pre-booked sessions. Notice must be given in writing.

The Wrap Manager may have to contact the Police/or Children's Services if a child is left for more than 45 minutes without prior consent and ALL emergency contact numbers have failed to establish a link with family / carers.

Any concerns re the club should be referred to the School Business Manager, Mrs Jacqui Tombs.

Should you wish to make a formal complaint about the care received please follow the school's complaints policy and procedures.

All behaviour issues will be dealt with in line with the schools behaviour policy. Should the need arise; issues with children will be brought to the attention of their parents, and or School Business Manager. If the issue cannot be resolved satisfactorily then in exceptional circumstances a child may be asked to leave. No refund will be made if this is the case.

# Terms & Conditions

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Equally if a parent / carer is aggressive or rude to staff or other children, this behaviour will not be tolerated. Wrap reserves the right to withdraw its services. No refund will be issued.

All children will be registered on arrival to wrap. If you know your child won't be attending for any reason please inform us. A lot of time is spent chasing children who don't turn up.

Wrap will adhere to all Northwick Manor Primary policies along with relevant legislation such as: Disability Discrimination Act, Sex Discrimination Act, Children's Act, Data Protection Act and other school policies and procedures.

Wrap cannot accept responsibility for the loss or damage of any child's belonging. Please do not send your child with expensive watches, toys etc.

All mobile phones must be handed to staff on the child's arrival. Once again staff cannot take responsibility for damaged or lost items.

The schools have the right to change the Terms and Conditions as needed a copy of the current conditions will be displayed in the hall.

# Terms & Conditions

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Name of child .....

I confirm that I have read and understood the terms and conditions of Northwick Manor Primary School's Wrap Around Care. I confirm that I will abide by the terms and conditions and understand that these will be subject to review as and when required.

Parent / carer ..... Date.....

Please return this slip to Mrs J Tombs / Mrs Pullen at Northwick Manor Primary School

# Testimonials

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## **PARENT FEEDBACK**

'My two boys have been attending both Breakfast Club and Wrap Around Care. They enjoy their time that much that they are sad on the days they don't attend. Great friendly staff who do an incredible job with all the children'

## **OFSTED 2022**

'An outstanding breakfast club provides a very warm, safe and stimulating start to the day, where pupils eat hot food, take part in lively games or work and play in the library with attentive and caring staff to help them.'



01905 454430



[www.northwickmanorprimary.co.uk](http://www.northwickmanorprimary.co.uk)



[nwoffice@riverscofe.co.uk](mailto:nwoffice@riverscofe.co.uk)