

Tornedale Infant Academy



WRAPAROUND CHILDCARE POLICY

Breakfast and After School Provision

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	AJB	New policy	April 2025	April 2026
2.0	AJB	4.3 (updated information added); 8.1 (reference to ipad removed); 8.3 (Mobile number added); 10.3 (Change to items offered); and 14.1 (amended to paediatric first aider).	April 2026	April 2027

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1. PURPOSE

- 1.1 To describe how Toredale will deliver a childcare service in the form of a breakfast and after school club which is affordable, sustainable, and of quality.

2. AIMS

- 2.1 Toredale's wraparound care provision aims to:
- Provide opportunities for fun, enjoyment and learning through a range of activities, in a safe and stimulating environment.
 - Encourage children to develop social skills within and between age groups, including friendships, compromise, turn-taking, empathy, co-operation, listening, communication, sharing, good manners and conflict resolution.

3. HOURS

- 3.1 Toredale's breakfast club will run during term-time Monday to Friday from 7.30 am in Jenny's Space. There will be two sessions available to book online and these are subject to availability; 7.30 am to 8.30 am and 8.00 am to 8.30 am with a maximum of 26 places available. At the end of the session children will be taken to their class ready for morning registration.
- 3.2 The After School Club will run during term-time Monday to Friday from 3.00 pm until 5.30 pm in Jenny's Space. There will be 5 sessions for parents to choose from and book online to fit in with their needs.
- All spaces are subject to availability based on ratios
 - A maximum of 26 places are available, allocated on a first come first served basis via the booking system.
 - The club is open to children from nursery to year 2 – please see "admissions criteria, including exceptions" for more information.
 - All children will be escorted through school to the club at the end of the academy day.

4. ADMISSIONS, PROCEDURES AND PAYMENT

- 4.1 Booking is online via ParentMail Plus Pay and sessions are paid for when the booking is made. Advance booking is permitted but pre-booked sessions require immediate payment.
- 4.2 Children entitled to free school meals will be able to book onto Breakfast Club from 8.00 am every day without charge to receive a free breakfast.
- 4.3 Children entitled to free school meals will be able to book onto the extra-curricular after school clubs from 3.00 pm to 4.00 pm without charge, but not the wraparound provision.
- 4.4 Staff working in the wraparound childcare provision with children in Nursery to Year 2 will need to book them onto their session to ensure we are within ratio but there will be no charge. Older siblings will be able to wait in the session with their parent but do not require booking on the session. A maximum of two older siblings permitted into each session (staff to ensure they do not go over this number). No personal devices to be used by older siblings whilst in Jenny's Space.

5. ADMISSIONS CRITERIA, INCLUDING EXCEPTIONS

- 5.1 Tornedale's Breakfast and After School Club may be unable to accommodate pupils whose needs require them to have one-to-one support to access daily educational provision. Parents are requested to discuss their child's needs with the Headteacher to seek authorization before booking online.
- 5.2 All pupils should be independent in self-care and able to use the toilet to access wraparound childcare provision.

6. ABSENCE/NON-ATTENDANCE

- 6.1 If your child is booked onto a breakfast club or after school club in advance and they are absent from school on the day through illness, the booking will be cancelled and the fees carried forward.
- 6.2 If your child is in school, but you no longer require the place then you should ensure that the session is cancelled by 3.00 pm on the day before this session or you will be charged the full session price.

7. VENUE

All wraparound childcare provision is based in Jenny's Space. There is a small outdoor area that children can access. Staff may also choose to take the children onto the school field or main playground for certain activities in the after school session (weather permitting).

8. REGISTER AND COLLECTING

- 8.1 A print out of all children booked onto wraparound care will be available to staff leading the sessions which will be updated as children arrive/depart.
- 8.2 Parents should bring children to the gate on the top playground leading to Jenny's Space and collect them from the same gate.
- 8.3 If a parent is running late, unable to collect their child as arranged, or will be sending someone else to collect their child, they must call the school office on 01302 868387 during office hours (8.00 am to 4.30 pm) or the Childcare Mobile number (07885 637269) provided when booking to make the appropriate arrangements.

9. LATE COLLECTION

- 9.1 If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the Police and Social Care will be informed. We follow Doncaster Safeguarding Children Board Policies and Procedures for ensuring the safety and welfare of all our pupils.
- 9.2 If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late (5 minutes later than the agreed time).

10. SNACKS AND MEALS

- 10.1 Breakfast options will include cereal, toast, fruit, milk, fruit juice and water.
- 10.2 Snacks will be served between 3.00 and 3.15 pm and will consist of water, sugar-free dilute juice, a biscuit or piece of fruit.
- 10.3 Light Tea will be served between 4.00 pm and 4.30 pm for those who have booked this session. The tea will take into account what has been served at lunchtime and will include such items as wraps, pitta, fish fingers, nuggets, sandwiches etc.
- 10.4 Food allergy information and dietary requirements already in use in school will be shared with childcare staff

11. ACTIVITIES

- 11.1 A range of activities will be available each session for the children who attend. These may include role-play, creative crafts, reading, games, lego, construction, outdoor activities as well as opportunities to follow on with classroom activities.
- 11.2 The ages of the children in attendance will be considered when planning activities to ensure they are appropriate.

12. BEHAVIOUR

- 12.1 Children and staff are expected to follow the Academy's Relationships (Behaviour) Policy and three Golden Rules whilst attending any of the childcare sessions.
- 12.2 The health and safety of our pupils is of paramount importance therefore repeated disregard for the school's behaviour policy, especially where behaviour causes a potential risk to others, may result in exclusion from the sessions for a fixed term or permanently.

13. HEALTH AND SAFETY

- 13.1 Staff must follow Tortedale's Health and Safety, E-Safety and Safeguarding Policies and all other related documents to ensure the safety of all children.
- 13.2 The procedures to follow in the event of a fire or evacuation are detailed in the Fire Evacuation Procedures, along with a plan of Jenny's Space. All staff must make themselves familiar with the above documents.
- 13.3 In case of an emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed.
- 13.4 Staff have undertaken Food Hygiene Level 2 training and will undertake allergens training as required.

14. FIRST AID

- 14.1 There will be a qualified paediatric first aider on site during all sessions.
- 14.2 There will be a fully stocked first aid kit available in Jenny's Space, as well as a burns kit in the

kitchen area.

- 14.3 A first aid kit and any medication will be taken outside onto the School Field/Playground when activities take place in this area.
- 14.4 All accidents will be recorded on the School's Medical Tracker system with messages sent home to parents electronically.
- 14.5 One of the school's emergency inhalers will be stored in Jenny's space for quick access if a child's own medication is not with them.
- 14.6 Parents/Carers of any child who becomes unwell during their time in any wraparound childcare session will be contacted as soon as possible and the event recorded on the Medical Tracker system.

15. STAFFING

- 15.1 All staff will adhere to the Leger Education Trust code of conduct and all academy policies.
- 15.2 The maximum number of children will not exceed a ratio of 1 adult to 18 children 1:18. If nursery children are in attendance the ratio will be 1 adult to 8 children; with a maximum of 8 nursery children being allowed to attend each session.
- 15.3 All Academy staff are DBS checked and have completed Child Safeguarding level 1 training and Keeping Children Safe in Education training.
- 15.4 All staff must be familiar with Tornedale's Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- 15.5 All staff will have signed to state they have read and understand this policy and know where all the pupil information is stored, including medical, dietary and allergy information.

16. MONITORING AND REVIEW

- 16.1 This policy will be reviewed annually by the Headteacher and any changes made will be communicated to all parents and staff at the academy.
- 16.2 The next scheduled review date for this document is April 2027.