



THE BUCHAN SCHOOL

The Buchan School

Wraparound Care Provision Policy

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The purpose of this policy is to offer guidance to all staff and parents about the running of the Breakfast Club, After School Club, Wraparound Care and Holiday Club.

BREAKFAST CLUB – 8am to 8.20am

The Breakfast Club provides care for those Buchan pupils whose parents need a little more flexibility in the formal morning drop off time. This is a paid for provision, where a small fee will be charged to the end of term fee bill.

All children, whether Prep or Pre-Prep can be dropped off to the Pre-Prep building from 8am, where a member of staff will meet them. Children are supervised from 8am - 8.20am by a member of staff. At 8.20am, Prep pupils will join their classes in the Prep playground, until the formal start of the school day. Pre-Prep children will join their classes in the Prep-Prep playground, until the formal start of the school day where a wraparound teacher will be on duty.

Parents are expected to contact the school in advance if they wish to book their children into wraparound or if they no longer require the provision. An online booking form is emailed out at the start of term and can also be found on Firefly.

PROVISION, AFTER THE SCHOOL DAY

There are two choices of after school provision.

1. AFTER-SCHOOL CLUB – from 3.45pm to 4.30pm

The After-School Clubs provide a selection of planned and age appropriate activities, for any Prep or Pre-Prep pupils who have expressed an interest in joining a club. The selection of activities on offer and the age range they are offered to may change each term. Parents may sign their child up to as many clubs available to their child, as they wish, throughout the week. Parents are emailed at the start of each new term with a link to sign up.

Pre-Prep After-School Clubs generally take place in the Pre-Prep building.

Pre-Prep pupils assemble at the end of the formal school day, in the assembly room, where they are provided with a light snack, before being collected by the teachers leading the clubs.

Pre-Prep pupils being collected at 4.30pm are picked up from the Pre-Prep building.

Prep After-School Club generally take place in the Prep building.

Prep pupils assemble in the dining room where they are given a light snack before being collected by the teachers leading the clubs.

Prep Children being collected at 4.30pm are picked up from the dining hall.

If staff do not recognise the person collecting any pupil and have not heard from the usual person who collects them, then we ask for a pre-arranged password – this is for the children’s safety and to ensure children are not collected by anyone unauthorised.

In the event of an emergency, parent contact details are held on the school’s ISAMS system.

2. WRAP AROUND CARE – from 3.30pm to 5.30pm

Wraparound care is designed to give parents maximum flexibility with regard to the pick-up time of their child, at the end of the formal school day. There is supervision put in place for both Prep and Pre-Prep pupils from 3.30pm to 5.30pm and depending on whether or not they have chosen to attend an after-school club first, pupils may be collected at any time within this time frame from wraparound.

A register of all children attending wraparound is sent to the COO’s office where parents will be charged a small fee on their bill for sessions attended. In addition, any children that have not been collected by 3:40 at the end of the school day at 3:30pm, or by 4:40pm following a Pre-Prep or Prep After School Club ending at 4:30pm will be taken into wraparound and a small fee will be charged for the wraparound session. If you are running late, please contact the School Office (tel: 01624 820481 or email buchan.rec@kwc.im) as soon as possible and your child can be taken into wraparound.

Wraparound provision runs five nights per week during term time and is supervised by a member of staff with the exception of the last day of each term. There are other members of staff on site at all times to protect staff and the children from any safeguarding issues, as well as to ensure there is an extra person to help in case of an accident or emergency.

A first aid kit is kept on hand and everyone is fully first aid trained.

Wraparound care is less formal than teacher led clubs and pupils are allowed to choose from a selection of free play activities. Despite the less formal approach, the usual standards of behaviour are expected and the usual lines of communication between Form Tutors and Class Teachers will be maintained.

HOLIDAY CLUB

The Buchaneer Holiday Club is open during certain weeks of the school holidays and is for all Buchan pupils aged 4-11 years and is an extension to the school term.

The provision is run by a combination of teachers and support staff and runs from 8.30am to 4.00pm with drop off and pick up from the dining hall.

The club takes full advantage of the school grounds and facilities. Weather permitting, we spend as much time outside on the adventure playground, fields and wooded area along with walking trips to the park and beach. When inside: the school gym, cookery room, computer room, art room and library.

Adults act as facilitators to play, setting out craft activities and equipment for the children to use.

Children are supervised and free play is encouraged as much as possible, in addition to many interesting and exciting activities which may be adult led.

We have a school mobile phone and hold a list of all the children's emergency contacts from the booking form.

There is always a first aider on the team and a full first aid kit is kept on hand at all times. A risk assessment is filled out for Holiday Club in advance with details for all trips and planned activities.