



## **Russell Street School**

### **Wrap Around Club Policy**

#### **Aims**

- to provide a safe and relaxed social environment for the start and end of the school day
- to provide morning and after school wraparound for working parents or parents with additional responsibilities
- to encourage children to eat a healthy breakfast and tea time snack
- to encourage children to sit and eat at a table together, share, take turns, adopt “good table manners”
- to encourage active, creative and imaginative play, to learn new skills and build friendships
- to improve children’s attendance, punctuality, achievement and behaviour
- to support learning beyond the school day

#### **Adherence to Russell Street School Policies and Procedures**

Our Wrap Around Clubs adopt and follow Russell Street School policies and procedures and adhere to these at all time. For our procedures on the following please therefore view the following policies (available on the website):

- Child Protection Policy
- Equality Policy
- Health and Safety Policy
- Inclusion
- Milton Keynes Whistleblowing Policy
- Medical Policy
- Behaviour Policy – please note that any persistent behavioural issues may result in termination of membership of the Club.

#### **Membership**

The **Breakfast Club** will be available for:

- all children attending Russell Street School, including Nursery children who are toilet trained and who complete a successful induction
- staff’s children who attend other schools (the staff member should arrange collection / transportation)
- Year 3&4 siblings from St Mary and St Giles School who have attended Breakfast Club regularly while at Russell Street School

The **After School Club** will be available for:

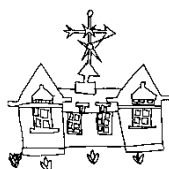
- all children attending Russell Street School, including Nursery children who are toilet trained and who complete a successful induction
- staff’s children

#### **Operational details**

- Opening hours: 8am to school opening, close of school to 6pm
- Registration, booking and payment must be made in advance, by the 25th day of each month, via ParentMail or by childcare vouchers. Advance bookings are required. We will endeavour to accommodate all bookings but places may be limited and will be available on a first come first served basis. Bookings placed after 25<sup>th</sup> of preceding month require immediate payment or will be subject to the schools policies regarding credit control.
- Charges: Breakfast Club £3 per day (YR to Y4), £4.50 (Nursery) After School Club £10 per day (Nursery to Year 2)
- Failure to pay will result in the place being withdrawn. We will seek recovery of unpaid bills.
- Late collection: any time after 6pm will be charged at £20 to cover staffing costs. Three incidents of lateness will result in the place being withdrawn
- Refunds cannot be issued, this includes following emergency closures. If a session is cancelled two weeks or more in advance alternative sessions can be booked in lieu.

#### **Quality**

- Staff serving food will have attended a Food Hygiene course; FH procedures will be followed
- All staff will have a DBS check and up to date Safeguarding training
- Staff will adhere to all school policies and procedures
- Healthy Food Specifications will be followed



Russell Street School  
Russell Street  
Stony Stratford  
Milton Keynes  
MK11 1BT

Tel: 01908 563148

E-mail: [office@russell-street-school.co.uk](mailto:office@russell-street-school.co.uk)

Headteacher – Sandra Lewis

Dear Parents

Welcome to Russell Street School wrap around care. We have worked hard to establish this provision in response to parental demand. Our club leaders are committed to providing a safe and stimulating environment with lots of fun activities for the children.

Please note that there is a charge of £20 for late pick-ups from after school club (any time after 6pm). This is to cover the cost of the three members of staff who have to remain on site until all the children have left. If children are picked up late on three occasions then we will give notice that the club place is no longer available and that alternative after school provision needs to be found.

Payments must be received in advance, by the 25<sup>th</sup> day of the month, through ParentMail or by childcare vouchers. We cannot use our education budget to subsidise wrap around care. Failure to pay in advance will mean the withdrawal of a club place.

For your information: the school office is not manned after 3:30pm. If you need to contact the play leaders after this time then please use the following telephone number:

07555 345 803

Do keep in touch with us about any feedback or suggestions you might have for our wrap around care.

Please sign the agreement below and return to the office to acknowledge your acceptance of the terms as set out in the policy above.

Yours sincerely

Sandra Lewis  
**Headteacher**

✂-----

I have read the Russell Street School Wrap Around Policy and I accept the terms within.

Child's Name: ..... Child's Surname: .....

Signed: ..... Date:.....

Breakfast club care commences on: .....

After school club care commences on: .....