
St. Mary's Catholic Primary School

Woodbridge Road Ipswich IP4 4EU
Telephone: 01473 728372
Email: admin@st-marys-ipswich.suffolk.sch.uk
Website: www.stmaryscatholicprimaryipswich.com
Headteachers: Jo Berry and Jo Measham



St Marys Wrap Around Care Provision Information

The aim of St Marys wrap around provision is to provide a high-quality wrap around care. We will provide a small breakfast and a light snack at the beginning/end of their school day.

The children are encouraged to be fully involved in the running of the clubs and are regularly consulted regarding which activities they prefer and whether they have any ideas or suggestions for improvement. Your comments are also welcome, so please feel free to let us know your views.

Benefits for Parents:

*Reassurance their children are safe and well cared for with their friends; in our fun and inclusive school environment, which is familiar to them.

*It meets the needs of the family by enabling them to return to full /part or shift work/training.

*Can be significantly cheaper than other forms of childcare.

*Is Ofsted-regulated, which means parents having peace of mind their child is in a safe, protected environment.

*Can instil a sense of continuity and security in a child which is reinforced when school friends also attend the club.

School Wrap Around Care staff have undertaken the necessary qualifications in food hygiene, first aid and child protection.

Breakfast Club

Breakfast club operates during term time only, excluding PD days. The cost will be £3.00 per session. To ensure the club is sustainable we will be asking for parents to **pay weekly in advance**. Breakfast club opens at 8am and runs until 8.45am each school day. Whilst children may be dropped off any time from 8am, the last time we can provide a light breakfast will be 8.20am to allow time for clearing up and packing away. Please do not try and gain entrance or leave your child before 8am as there will not be any members of staff available to care for them.

We will provide your child with toast and squash or milk (the milk will be semi skimmed cow's milk) If your child has an allergy please let us know on the booking form.

We will expect all children attending to have had their breakfast at home before they come into the breakfast club.

There will be a range of activities available for your child each morning and these will of course be supervised by an adult at all times.

After School Club

After School Club runs from the end of the school day until 5.30pm. After School Wrap Around Care will operate during term time only, excluding PD days. The cost will be £7 per session. To ensure the club is sustainable we will be asking for parents to **pay weekly in advance**.

We will provide your child with toast, fruit and squash. If your child has an allergy please let us know on the booking form.

There will be a range of activities available for your child and these will of course be supervised by an adult at all times.

Collection

When collecting your child from School Wrap Around Care please wait in the parent's carpark near the main gates and the wrap around care team will bring the children out to you.

Your child must be collected by yourself or a person/people nominated by you. If none of the nominated people are able to collect you **MUST** let the Wrap Around Care team know in advance the details of the new person collecting by emailing the school office at admin@st-marys-ipswich.suffolk.sch.uk

Late Collection

All children must be collected by 5.30pm at the very latest. Of course, if there is a problem, please let the school know as soon as possible using the school phone number 01473 728372 or email admin@st-marys-ipswich.suffolk.sch.uk and we will ensure that your child is looked after until you arrive. Our staff are employed until 5pm when the school building closes. If you do not collect your child by this time, there will be a late charge of £10 for every 15 minutes after 5pm (per child). This charge will be necessary to cover the costs of staff working beyond 5pm. We would ask that you ensure that you collect your child in a timely manner every day so that this does not occur. If you repeatedly collect your child late, we will not be able to continue to offer the service to you.

Admissions and Fees Policy for Wrap Around Care Provision

Wrap Around Care Provision operates a booking system that is based on a first come first served basis and with priority given to those requesting full time places and siblings. To reserve a place, parents/carers must complete the Wrap Around Care Provision Booking Form that is sent via Microsoft Forms. Any amendments can be made by contacting the school office via email to admin@st-marys-ipswich.suffolk.sch.uk. Children will not be accepted in Wrap Around Care unless these forms are satisfactorily completed and received by the Team. Once a Microsoft form has been completed a place will be allocated via parentmail, by completing the Microsoft form you are signing a contract for Wrap Around

Care and you will be invoiced by the school weekly, in advance. You may book weekly in advance to secure your space.

Ad hoc Bookings

These may be allowed during emergencies and exceptional circumstances for those children who are contracted to Wrap Around Care only, and on discussion with the school office. This is an exception to the rule.

Payment

Payments are made online via Parentmail. The cost will be £7 per session for After School Club and £3 per session for Breakfast Club. The full amount is payable for each session even if your child arrives late or leaves early for any reason. If your child is unable to attend Wrap Around Care for any reason, no substitute bookings or refunds will be made. To ensure that the club is sustainable we will be asking parents to pay weekly in advance. All forms must be completed and payment received prior to your child starting the club. Once you have booked and paid for your child/ren's place it will be non-refundable.

Cancellation

If you decide that you no longer require a place for your child, you must give one week's written notice to the school office either in writing or via email. During this time the place will be open to you and you will be charged.

Late Payment

Payment is due prior to the child attending the club. Payments will need to be made in full by each Wednesday for the following week. If you haven't paid, your child will not be permitted entrance to the wrap around care provision.

School Closure

If for any reason there is a school closure, we will endeavour to contact you as soon as possible via e-mail or via text.

Child illness/absence from Wrap Around Care

Please ensure your child does not attend if they are unwell- in line with the school's Sickness/Illness policy. If your child is unable to attend a session due to illness, please ensure that when reporting their absence from school that you also tell the office that your child was also due to be in Wrap Around Care. The office will then advise the Wrap Around Care team who will mark them absent. If your child becomes unwell during the course of the session you will be contacted. If your child will not be attending Wrap Around Care for ANY reason, please ensure that you advise the School Office. Failure to let us know causes a lot of extra work in tracing children who are expected but do not turn up. If your child is unable to attend Wrap Around Care for any reason, no substitute bookings or refunds will be made.

Behaviour

The clubs follow the School Behaviour Policy and any child who continually displays unacceptable behaviour could be at risk of exclusion from the club.

Accidents

The club will follow the school procedures for First Aid and accidents. All Wrap Around Care staff are trained in first aid.

Allergies/ Dietary requirements

It is essential that you advise us of all food allergies or intolerances. Should your child suffer with a medically diagnosed allergy then you should contact the office prior to booking a place in Wrap Around Care and discuss the situation. You will be asked to provide medical evidence of your child's allergy and every effort will be made to accommodate your child's needs. As you will already be aware the school is strictly nut free and nuts will not be used in any foods or preparation. Unfortunately, we are not equipped for you to provide your child with food from home for consumption at the clubs as an alternative to what we provide.

Booking/payment arrangement and changes

These will be dealt with by the school office on Tel: 01473 728372 or e-mail: admin@st-marys-ipswich.suffolk.sch.uk

Changes to collection/drop off

To report any issues to do with your children or their time in WAC please contact the school office on Tel: 01473 728372 or e-mail: admin@st-marys-ipswich.suffolk.sch.uk