



Joseph Hood Primary School Extended School Care Policy

Approved by: Anita Saville and the
Cherrywood Federation
Governing Body

Date: 07/07/2025

Review Date: July 2026

Reviewed:

Purpose of the Policy

The purpose of this policy is to outline how Joseph Hood Primary School delivers a high-quality Breakfast and After School Club that is **affordable, sustainable, and enriching** for all pupils. The club provides a safe, nurturing, and stimulating environment that supports both children's development and families' childcare needs.

Why We Have a Policy

This policy reflects the school's commitment to providing structured wraparound care. Joseph Hood Primary School is registered with **Ofsted** to ensure compliance with the statutory framework for childcare, including national standards for out-of-school day care for children under 8 years old.

The governing body of the Cherrywood Federation is the **registered provider** and holds overall responsibility for ensuring compliance and quality of service.

Key Principles Behind Our Wraparound Care provision

- To provide safe, engaging, and supervised play opportunities.
- To promote children's **social, emotional, and intellectual** development through fun, stimulating activities.
- To involve children in choosing and shaping the activities they take part in.
- To support working families with affordable, reliable childcare.

Club Management

The club is managed by two **After School Club Managers**, who hold at least a **Level 2 childcare qualification** and a minimum of **2 years of experience** in a similar setting.

The managers are supported by the school SLT and a team of trained staff, all of whom meet their ongoing professional development needs and relevant safeguarding requirements.

Eligibility and Attendance

- The club is open to all children attending Joseph Hood Primary School.
- Places are limited and allocated on a **first-come, first-served** basis.

- Children in Reception and KS1 are taken by a member of staff to the Wrap Around Care provision
- Registration is taken daily to ensure safety and accountability.

Opening Hours

- **Monday – Friday (term time only):**

Breakfast Club 7.45-8.45am

After School Club 3:15pm – 6:00pm

On the last day of each full term, the ASC is not open due to school closing at 1:30 pm.

- Please arrive on time to collect your child. Late collection may incur a charge (see below).

Fees and Payment

As of September 2025:

- **Rate for After School Club:** £16.50 until 6.00pm. This is a flat fee.
- **Rate for Breakfast Club:** £5.50 from 7.45am.
- Fees must be paid **in advance** via the school's online payment system.

Staff Children Subsidy

Joseph Hood Primary School values its staff and supports work-life balance through the following provision:

- **One subsidised After School Club place** is available **per staff member**.
- The child **must attend Joseph Hood Primary School**.
- The staff member must be **physically present and working on site** during the session or on a staff training session organised by SLT if offsite.
- The subsidy **only applies while the staff member is on duty**. If the staff member is absent, working from home, or not on site, the **full session rate applies**.
- The subsidy is subject to availability and must still be booked in advance.

Booking Procedure

- All sessions must be **booked and paid for in advance**.
- We also require **1 months' notice** if you wish to cease using our wraparound care.
- We do not accept ad-hoc requests.

Activities Offered

Children can access a wide variety of age-appropriate activities:

- Creative arts & crafts
- Cooking & baking
- Outdoor play and team games
- Board games & puzzles
- Quiet reading and homework support
- Drama and role-play
- Small hall space
- Use of the main hall for sports and performing arts
- Use of the ICT suite, by arrangement.

All toys and equipment meet British Safety Standards.

Facilities

- Main Hall:
- Small playground area outside club room
- Main playground
- Toilets-Yr 3 and Reception
- Storage, quiet space, and accessible facilities
- Access to ICT room by arrangement

We ensure a welcoming environment that supports both play and relaxation.

Health and Safety

- Managers are trained in **First Aid** and **Food Hygiene** and a number of staff in the setting also hold First Aid and Food Hygiene qualifications.
- Managers have been Level 3 **DSL** trained
- Medication is administered only per the school's medical policy.
- Children are supervised at all times.
- Regular **fire drills** are carried out.
- **Access is secure**, with a sign-in requirement for all visitors.
- A First Aid kit is clearly marked and readily available.

Safeguarding

- All staff receive training in **Child Protection**.
- Concerns are passed to the Designated Safeguarding Lead (DSL).
- At the time of writing, the DSL team are Libby Wright, Anita Saville, Wendy Shepard, Michael Waterman and Jess Earl.

Children are supervised **within sight or hearing** of staff at all times.

Food and Drink

- Breakfast Club provides a healthy choice of cereal, toast, yoghurts and drinks
- Healthy snacks are provided each afternoon.
- A full sit down tea is provided at 4.30pm.
- Staff sit with children to create a **family-style dining experience**.
- Please do not send in additional food unless your child has a medical need that has been discussed with staff in advance.
- All food complies with **dietary, allergy, and religious requirements**.
- Fresh water is always available.
- The school is a nut aware environment and provides nut free foods

Inclusion Policy

We support inclusion and equality of access. While we cannot currently offer 1:1 support, we:

- Work with parents and professionals to assess how best to meet individual needs.
- Where we can, will make reasonable adjustments to our environment and activities to enable access if it is possible. Where children have an identified SEND need/EHCP, each case will be considered individually. However 1:1 EHCP funding does not cover access to out of school provision.
- Treat all personal information with discretion and sensitivity
- Work with families to ensure individual needs are met wherever possible
- We reserve the right to withdraw a place temporarily or permanently if a child's needs cannot be safely met within current staffing ratios.

Equal Opportunities

We are proud of our inclusive ethos. We:

- Promote equality across race, gender, religion, disability, and background
- Offer resources and activities that challenge stereotypes

- Encourage respectful behaviour and celebrate diversity

Illness, Accidents & Medication

Illness

- Children who are unwell should not attend wraparound care. Common illnesses such as stomach bugs & viruses spread easily and require exclusion.
- If your child becomes unwell during the session, we will contact you immediately and request prompt collection.

Accidents

- All staff are trained in Paediatric First Aid. In the event of an accident, basic first aid will be administered, and an incident form will be completed.
- If emergency medical treatment is required, we will contact emergency services and inform you immediately.

Medication

- Only prescribed medications can be administered during wraparound care.
- Parents must complete the school's Medication Permission Form, which is available from the school office or website.
- All medications must be clearly labelled and handed directly to a member of staff.

Behaviour and Expectations

Children are expected to follow the school's code of conduct. Staff:

- Use positive reinforcement and consistent behaviour management strategies as outlined in the school's Behaviour and Relationship policy which is available on the school website.
- Are trained to address bullying, including racist, sexist, or homophobic incidents
- Keep records of serious behaviour incidents and follow school procedures

Children attending wraparound care are expected to follow the same standards of behaviour as during the school day.

Repeated inappropriate behaviour may lead to a review of the child's place at the club.

Collection & Safety Procedures

- Only designated adults listed on your child's contact form and who know the agreed collection password may collect your child.
- All adults collecting children must be over the age of 16.

- Please ensure gates are securely closed behind you and do not allow others to enter without staff supervision.

Late Collection Policy

- Children must be collected **promptly by 6pm**
- If you are running late, please contact the school as early as possible.
- A late collection fee of £10 will be charged between 6.00pm- 6.15pm and **£1 per minute will** be charged after 6.15pm. Where late pick up occurs on more than two occasions in a half term, school reserves the right to withdraw a place at the extended schools provision. Please see section 4.5 of the Federation Attendance Policy- Late Collection.
- If we are unable to contact parents or emergency contacts within 30 minutes, the school may contact Children's Social Care in line with safeguarding procedures.

Parental Involvement

We maintain open communication with parents and carers via:

- Newsletters and noticeboards
- School website updates
- Regular feedback and consultations
- Confidential discussions where necessary, especially for children with additional needs

Contact Information

Please direct all wraparound care enquiries during school hours to the school office:

Joseph Hood Primary School: 0208 542 2471

wraparound@josephhood.merton.sch.uk

Please note this email will not be checked over the weekend

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Parent / Carer Agreement

By booking a place, parents/carers confirm that they:

- ✓ Understand and agree to the terms set out in this policy.
- ✓ Will collect their child promptly and communicate changes in a timely manner.
- ✓ Understand that failure to comply with the policy may result in the loss of their child's place.

Signed.....

Name of Parent/Carer (please print):

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Date

Child/Children's names

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