

**Wrap around care**

**Early Birds and**

**Night Owls**

The school wraparound care is called ‘Early Birds’ and ‘Night Owls’ and operates from the hours of 7.45-8.45am and again at 3.30pm until 5.30pm. Children who are on roll at the school are able to attend (EHCP requirements – unless covered specifically within the EHCP, will not usually be covered). It is run by school staff and is located primarily in the School Hall, Library and Playground. Parents can book onto this service in advance using the School “Parent Pay” facility and within 5 days of the desired slot- please contact the school office . We can accommodate emergencies and by contacting the school office provision can be put in place for this.

**Children not collected from school at 3.15pm (and without prior booking into wrap around care) will be taken to the foyer and signed into the wrap around provision and parents invoiced for the cost of the care at £5 for any part of the hour until 4.30pm and then £10 for any part of 15 minutes after 4.30pm.**

Children will be given breakfast in the morning and a snack in the evening. These will be outlined in the operating procedures. Children with allergies are able to bring their own foods with parent’s permission and this will be logged on the registration form. Access and exit will be via the main school office. Only those adults logged on the registration form will be able to collect children, except in an emergency and with the consent of the DSL.

Ratios and guidance on additional provisions in schools will be followed and processes reviewed each year or additionally when required. The School policies and procedures will be followed for consistency for the children, staff and parents.

Staff will be safeguard trained and have access to a DSL at all times of operating hours, on many occasions they will be present on the school site too. Present, will always be pediatric first aid trained member of staff too.

Parents can book children into this by making contact with the school office and asking for the registration form. Charges and Payments are reviewed throughout the year and if charges are to rise they will be set out as information to parents and a 4 week timescale will be given before charges change. Parents can pay for this via ‘Parent Pay’ or cash- but we encourage all parents to use the online payment method. A late collection fee of £10 for each part of a 15-minute period after 5.30pm will be added for all late collections. All payments must be made in advance of places being offered, and the school will expect any arrears to be paid within 10 days or this will be followed up in line with the remissions policy.

Parents will be signposted to the operating procedures once they complete the registration process.



**EARLY BIRDS**

**and**

**NIGHT OWLS**

Early Birds and Night Owls is the name for our wrap around care at St Stephen’s CE. All our children are welcome to attend this and the following information should act as a source of information for any questions or queries you may have. If you need to know more please contact the school office on 0161 330 3818 or email on [admin@st-stephens.tameside.sch.uk](mailto:admin@st-stephens.tameside.sch.uk) during office hours.

Payments and Registers:

Prices 2025 Spring and summer term : £5 per part of any hour

Like all school payments, payments for the wrap around care will be made on ‘Parent Pay’ and parents are asked to make bookings and payments at least 5 days in advance of the booking, the school office can support with this if needed. This enables us to staff the provision more effectively. Unfortunately, once bookings are made we are unable to refund them if the slot is not taken so please check carefully when you do this.



**Timings and logistics:**

Early Birds (7.45-8.45am)

|  |  |
| --- | --- |
| 7.45-8.15am | Table top activities |
| 8-8.15am | Breakfast and drink |
| 8.15 -8.35 am | curriculum engagement activities (ICT and Times table rockstars/ reading Eggs etc, Phonics, Reading checks etc) |
| 8.35-8.45 am | Tidy up and toilet stop before children are taken to classes |
|  |  |

Night Owls (3.30pm- 5.30pm):

|  |  |  |
| --- | --- | --- |
|  |  | |
| 3.15pm- 3.30pm | Prep time- Teachers take children to provision and sign them in, at the foyer. | |
| 3.30-4.15 pm | Indoor activities:  Board games, reading 1:1, phonic games, chosen online activities and Apps\* | Outdoor Activities: |
| 4-4.30pm | Snack and drink | |
| 4.30-5pm | Indoor Activity | |
| 5-5.30pm | Chill out and relaxation time | |
|  | Library  (1 adult) | Hall  Yoga and mindfulness (1 adult) |

\*Agreed online Apps and online games will be logged and part of the filtering and monitoring checks at the school.

**Food and drinks/ refreshments:**

Early Birds: Toast/ Bagel, Cornflakes, Rice Crispies, Weetabix, milk, Water or Fruit Squash

Night Owls Snack: Popcorn, Rice crackers, Toast/ bagel, Bread Sticks and cheese, Crisps , Jacket potato portions, Water or Fruit Squash (Fruit and a biscuit available each night too).

At times other foods will be available but you will be given notice of these – particularly around national celebration days etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | AN IDEA OF SOME OF OUR ACTIVITIES | |  |
| **Outside** | Snakes and ladders  “What time is it Mr Wolf ?”  Basketball  Daily mile  Outdoor games | |  |
| **Inside** | Playdough  Table football  Mindful colouring  Dominoes  Construction toys  Jigsaws  Library time Hama Beads  Stenciling  Lego  Bingo  Origami  Card games | |  |
| **Children’s TV** | Newsround  Horrible Histories  Blue Peter | <https://www.bbc.co.uk/newsround>  <https://www.bbc.co.uk/cbbc/shows/horrible-histories>  <https://www.bbc.co.uk/cbbc/shows/blue-peter> |  |
| **Online** | Draw With Rob  Cosmic Yoga  Phonics games  Times table rockstars/ Numbots  Reading Eggs | <https://www.robbiddulph.com/draw-with-rob>  <https://www.youtube.com/user/CosmicKidsYoga>  (RWI) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child’s name | **EARLY BIRDS** | | **NIGHT OWLS** | | |
| DATE: | Adult Sign in and time | messages | Teacher sign in | Adult Sign out and time | Any messages |
|  |  |  |  |  |  |

**Signing in and out:**

A Signing in and out sheet will be provided each week by the school office (see above).

**Signing in and out procedure:**

**Early Birds**: An adult must sign the child in each day and any information passed onto the appropriate person.

**Night Owls**: Teachers will sign the children into the club via the school office and note the time on the sheet. They will then take the children to the provision and physically hand over to the wraparound staff.

**Adult Pick up:** On collection by an adult on the contacts list, the child will only be able to leave once the adult has signed them out and into their care. Any messages from the day must be read to the adult at this time. This will be kept in the School Office at all times. If an adult with collection permission is unable to collect they will contact the school and inform them at the earliest possible time. A contingency plan will be put in place usually to arrange for another known contact to collect the child (this must be from the contact list). The number to Call is XXXXXXX.

Children in Y6 can walk home alone from the 4.30pm provision, if parents have written to expressly give permission for this and the school have no concerns about the child’s ability to keep themselves safe.

This letter/ email ( [Admin@st-stephens.tameside.sch.uk](mailto:Admin@st-stephens.tameside.sch.uk)) must include:

* Parental agreement that they have no concerns for the child or their ability to walk home alone.
* Agreement that the parents are confident that the Green cross Code and Stranger Danger is well known to the child for crossing roads safely
* The route they will take
* Emergency plan incase something happens- ie neighbour or relative the child can contact

This will be reviewed by the school in terms of bad weather, dark nights, child’s behaviour in and around school etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child’s name | **EARLY BIRDS** | | **NIGHT OWLS** | | |
| DATE: | Adult Sign in and time | messages | Teacher sign in | Adult Sign out and time | Any messages |
|  |  |  |  |  |  |

**Setting up registers:**

Each morning the registers will be checked by the member of staff on post in the office to meet and greet. This will be emailed to all staff. Class Teachers and TA will log on their class ‘Fire Registers’, which of their children are going to after school club (year 6 already do this with who is allowed to walk home alone). This will be done with a dry wipe pen and the lettering ‘ASC’. At the end of the day all children with ‘ASC’ will be taken to clubs or Night Owls by the teacher for 3.30pm and signed into their respective clubs or after school provision.

**What to do if you are going to be late:**

If you are running late, please arrange for another person listed on the contacts list (registration form) to collect your child. You must also inform the school of this in good time. We will not allow children to go home with unknown adults or children under the age of 16. We may ask for photo ID for people collecting children from us if they are not known to us. The number to call is XXXXXX. If you are late at 4.30pm your child will be kept in the second session of Night Owls and you will be invoiced £5 for this second hour, NOT the ‘Late charge’…but please do let us know before hand if this is going to be the case.

A **‘Late charge**’ of £10 for each part of 15 minutes will be invoiced to you after 5.30pm- school will use the time on the school ICT equipment to monitor this. Regular lateness will result in the offer of a place being rescinded this will be at the discretion of the Headteacher.

**Behaviour and incidents:**

To support the children, staff and parents, Wrap around will use the school’s behaviour system to support positive behaviour choices. Parents will be informed of any concerns on collection. These will be logged on CPOMS by staff.

Regular poor behaviour or any incident to be deemed excessive could result in the offer of a place at the Wrap around being immediately rescinded. The ultimate decision for this rests with the Headteacher.

**Health and Safety and Safeguarding:**

The provision will follow the same protocols as the school in order to support consistency and monitoring by leaders (see link below)

Fire and lock down procedures have been adapted to support the provision and drills will be undertaken termly and reviewed.

<https://www.ststephensprimary.co.uk/key-information/policies>

A cartoon owl with a hat on top of a book

Description automatically generated

Parent- School- Child Contract

**Parent:**

* Parent/ Guardians agree to completed and submit the contact /medical form to the school and update payments in advance (5 days) of any bookings. Parents will inform us of any changes to this information or collection routines/ personnel.
* In emergencies school will do all it can to accommodate additional placements. If additional persons are to collect a child they need to bring photo ID and the Provision staff must be informed of this new person via the school / telephone.
* Parents will arrive on time at the school and call to make access to the building and sign in/ out any child on the ‘signing in and out sheet’ and write an messages or speak to a member of Staff to help us solve/ resolve any matters immediately for you.
* The conduct of all adults in the school is expected to be professional and pleasant at all times in line with out policy (see webpage). This include not making comments or ‘likes’ on social media and other sources of online posts about the school or any persons or issues related to the school. Parents are encouraged to speak to the staff and resolve issues in a productive an conducive matter- or raise a compliant to the Wrap around manager, Miss. Lawlor in line with the school complaints policy.
* Parents are asked to give 1 week notice if they wish to stop any placements at the wrap around provision.
* **School:**
* School will act in accordance to the school policy and ensure that staff are well trained and capable of providing a Good (or better!) level of service. This includes the provision, refreshments and activities provided.
* Foods and Drinks will be served at 8am and again from 4pm, and we will always do our best to accommodate requests from you.
* There will be a range of activities and interests during the week and these will be supervised by the staff involved. These will be a mix of educational, developmental and social activities ….as well as time to relax and enjoy time with friends and other members of our school community in play.
* We will pass on key messages and always try to accommodate educational needs ie. Provide phonics boosters in KS1, number bond/ times table rockstars and 1:1 reading and Reading Eggs etc. We will notify you if there are any problems or issues, of occasions where we have needed to undertake first aid.
* **Children:**
* Children will follow the school rules and show good behaviour towards themselves and others in the provision at all times. We expect that the children will also follow any rules or guidance put in place to support the needs of themselves or others during the sessions.
* Children will try new things and feedback to staff if they particularly enjoy or do not enjoy activities or refreshments, and they will always make sure that they tell an adult if they are hungry or thirsty at the first possible opportunity.

|  |  |
| --- | --- |
| Signed: | Date: |
| Parent |  |
| Child |  |
| School |  |