

Godstone Primary and Nursery School



Wraparound Care Policy (Swans)

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1. Introduction

Wraparound care at Godstone Primary and Nursery School comprises of an early morning (breakfast) and after school club called 'Swans'.

1.1 Swans Aims

The main aim of Swans is:

- to provide a safe and stimulating environment before and after school, where the children have the opportunity to learn and develop social, physical and intellectual skills.

In addition, the school aims for Swans:

- to provide activities that meet the needs and interests of all children
- works alongside other extra-curricular before and after school clubs that are provided by the school
- to be accessible and inclusive to all children from the final year of Nursery to Year Six
- to be a safe place with staff using the school policies including safeguarding and behaviour and attending the corresponding training
- to be accountable to the senior leadership team of the school (SLT)
- to be financially sustainable

1.2 Purpose

Swans is a wraparound care club for the children that attend Godstone Primary and Nursery School. Wraparound care is available during term-time to all children from the final year of Nursery to Year Six. Swans can cater for up to 30 children with the aim of a ratio of 1:8 for children in Reception to Year Three and a ratio of 1:10 for Years Four to Six. A ratio of 1:8 is in place for Nursery children.

Breakfast club is open every morning from 7.30am to 8.40am. The children are offered breakfast which varies daily. Parents are expected to ring the Swans' bell when dropping their children off at the beginning of the day. The bell is located on the outside wall by the doors to the main office. A member of the Swans staff will walk down and let the children in. All children are signed in using the breakfast club register.

After school club is open from 3.15pm until 6.00pm. Children are either brought the Swans by their class teacher/TA or walk independently depending on their individual needs. The children are signed in by a member of Swans staff. Staff investigate any children who are on the register but do not arrive at Swans with the class teacher and/or office e.g. the child has gone home unwell.

The children are provided with a snack and/or small dinner. Swans provides a different activity for the children to take part in every day.

Parents are expected to ring the Swans' bell, located by the doors to the main office, when collecting their child. One of the members of staff will walk down to the office and let them in. The Swans staff sign the children in out.

1.3 Designated space

Swans is usually run in the practical bay, which is shared with the rest of the school throughout the day. The practical bay is used for small group work, cooking and art work during the school day and stores a lot of the school's resources. The Swans' resources are also stored in the practical bay in clearly marked cupboards and storage units. Swans' resources include games, art resources, Lego and construction, dolls, action figures and books.

In fine weather, the children can access the playground if they wish, however they must be accompanied by a member of staff.

2. Staffing

The club supervisors are NVQ3 qualified and work as teaching assistants within the school. All Swans staff are qualified first aiders and have a food and hygiene qualification.

Mrs Sam Brown	- Club Supervisor
Mrs Clare Jones	- Club Supervisor
Mrs Heather Dinnage	- Play Worker
Mrs Karen Eekelschot	- Play Worker

3. Rotas

3.1 Breakfast Club Rota

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7.15am	Sam	Clare	Heather	Karen	Sam
7.30am	Clare Heather	Karen Heather	Karen	Clare	Karen

3.2 After School Club Rota

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3.15pm	Karen	Heather	Heather	Karen	Karen
3.25pm	Clare	Clare	Karen	Clare/ Sam	Clare/ Sam

4. Registration and fees

There is a one-time registration fee of £15.00 for each family that attends Swans. This registration fee is added to the first month's invoice.

Each child that attends Swans must have a registration form that has been completed by their parents/carers. Registration forms are located electronically on the school system and in paper form in the office if required for a new child. Completed forms are kept securely in a folder, in the office. All Swans staff must review these forms before they are filed so that they are aware of the children's needs. Forms include the child's name, address, telephone numbers of parents/carers, an alternative person to collect if any parent cannot collect the child, Swans sessions required, parents' details, person responsible for collecting the child, doctor's details, allergies, permission from the parents/carers to go to the village green, and permission to watch films rated U/PG.

Breakfast Club Fees

	Nursery*	Reception to Year Six
7:30am – 8:40am	£11.90	£9.06
8:00am – 8:40am	£7.06	£5.36

After School Club Fees

	Nursery*	Reception to Year Six
3:20pm – 6:00pm	£14.16	£10.76

* Fees for Nursery children are higher due to the higher staffing ratios required.

The office processes all payments and transactions.

An invoice is produced at the end of each month, stating which sessions a child has attended. Payment is required within a week of receipt of the invoice. Parents are encouraged to use tax free vouchers and can pay online via Scopay. If payment has not been made by the next invoice date, access to Swans may be withdrawn until the debt is cleared.

Parents must inform Swans via swans@godstone.surrey.sch.uk if a child is unable to attend. If a child is not at school due to illness, then parents must inform the school office that their child will

not be attending Swans; no charge will be made. All other cancellation must be given with one week's notice, otherwise parents will be charged.

5. Booking in

Children can be booked into Swans via direct email to the Swans team. Parents need to notify Swans of the days they need their child to access wraparound care, providing they have completed a registration form. Children who are already registered can add extra days at any time providing there are spaces available.

6. Registers

The office prints the register every month for Swans. They are available on the system under staff share/admin/swans. They are called AM breakfast full week and PM after school full week register. The dates have to be written in by hand at the top of each register. A member of staff will sign the children in and out for each session.

Example of club register

Monday

Date:

Name	Year	Cancellation Charge	Time in	Time out
1				
2				
3...				

7. Late Collection

Late collection results in a charge. Parents are charged £10.00 for the first 20 minutes and then £5.00 every 10 minutes thereafter. Parents can phone the school office to let Swans staff know that they are going to be late during school time or speak to a member of Swans staff using extension 3 before or after office open times.

8. Daily routines

8.1 Breakfast club

One member of staff starts at 7.15am to set up and an additional member starts at 7.30am. Swans have a minimum of two members of staff every morning from 7:30am.

Duties in the morning before the children come in include:

1. Empty dishwasher (if not done the night before).

2. Wipe the tables down with antibacterial spray.
3. Prepare breakfast depending on what the menu dictates for the day. This varies daily, with toast and cereal always available.
4. A variety of food is offered for breakfast including croissants, toast, pancakes, waffles, cereal. Jams and other toppings are available for children to add to their breakfast.
5. Orange juice, apple juice and water are available for the children to drink.

Duties to complete once the children have arrived:

1. When the children arrive, they put their bags and coats in the Year One cloakroom that is located at the end of the corridor, outside the KS1 toilets.
2. Staff register the children using the purple register folder labelled 'Breakfast Club'.
3. After breakfast, plates, cups and cutlery are put into the dishwasher and the tables cleaned.
4. Following breakfast, the children may choose an activity to play until tidy up time at 8.30am.
5. Everyone helps to tidy up the toys and activities. Chairs are tucked under tables. All tables are cleaned by a member of staff.
6. When the room is tidied up, the children line up at the door and are sent three at a time to get their coats and bags from the Year One cloakroom.
7. Children are sent to their classes independently once the school is opened. A member of Swans staff waits for the Nursery children to be collected.
8. Once all children have left for their classrooms, the supervisor or play worker will take both registers to the office. Registers are stored in the Swans drawer in the office.

8.2 After school club

At 3.10pm, one of the Swans members of staff will collect the registers from the Swans drawer in the office. The Nursery children are brought over to the Practical Bay by a member of staff. Children are marked in on the register as they arrive. Children then take their bags and coats the Year One cloakroom for storage.

Snack Time

A variety of snacks are offered to the children. These include:

Hot dogs
 Toasties
 Pasta
 Chicken burgers
 Sausage rolls
 Sandwiches
 Rice with peas and chicken
 Filled wraps
 Pitta bread
 Rolls
 Stir-fry
 Beans on toast
 Homemade soup
 Filled bagels
 Pizza

Yoghurt
Fruit
Squash

Snacks are organised by the Swans' supervisor and are given to the children at approximately 4.30pm. The children can enjoy their play with the play workers whilst a member of staff prepares their snack/dinner. Once the snack/dinner is ready, the children are expected to tidy away the activity they are playing with and wash their hands. The children are given a glass of squash or water with their snack/dinner.

Once all children have finished their snack/dinner, they take their plates and cups and any waste to the bins provided. The children then have to stack all the unused blue chairs before they can continue playing. All games and activities are stored on the shelving unit at the back of the practical bay.

A member of the Swans team will then clean the tables with antibacterial spray and put the dishwasher on. Dishwasher tablets are stored in the cupboard above the sink nearest to the dishwasher. If the dishwasher finishes before Swans ends, then the staff members are expected to empty the dishwasher.

9. Weekly planner

Each week the supervisor will complete a planner for the week. This enables the staff and children to see what they are having for breakfast, and their snack/dinner after school. It also suggests an activity that the children can do, although it is not compulsory.

Example of a weekly planning sheet:

	Breakfast	Snack/ dinner	Activity
Monday	Cereal Toast	Chicken Rolls	Jigsaws
Tuesday	Cereal Waffles	Hot dogs	Cooking
Wednesday	Cereal Croissants	Ham and Cheese Toasties	Wii
Thursday	Cereal Pancakes	Brioche	Games
Friday	Cereal Toast	Pizza	Outside activities

This document is saved in the 'Swans' folder on staff share. It is changed every week by the supervisor.

10. Film night

Swans will occasionally host a 'Film Night' in the Year One classroom using the big screen. The children have pizza and popcorn to eat. The parents are informed and given two weeks' notice via email as to what the film is and parents are asked whether they are happy for their child to watch it.

11. Behaviour

Children are expected to respect each other, staff and visitors. Staff will encourage a positive atmosphere and adhere to the school's behaviour policy. Swans have a behaviour book to monitor children's behaviours. Any serious or continuously poor behaviour will be reported to the Senior Leadership Team and logged on CPOMS.

12. First aid and medication

All staff in Swans are first aiders and have undertaken appropriate training. This is updated every three years. Swans have an accident book, which is located in the cupboard above the telephone. All accidents must be logged in the book and a copy given to the parent/carer. A member of the Swans team will speak to the parents of any children who have had any type of accident whilst at Swans.

To administer medication to a child, Swans must have written permission from the parents/carers. All relevant forms are stored in the office. If medication is given to a child, a member of the Swans team must write the information in the child's home link book with a time and date of when the medication was given and tell the parents at collection.

13. Allergies

When a child joins Swans, a registration form is completed. The parents/carers are asked if their child has any allergies or food allergies. All Swans' staff are made aware of children with allergies. The office staff also store this information.

14. Extra-curricular after school clubs

Children who attend Swans may also take part in an extra-curricular after school club e.g. football club. Children attending a club, go to the club straight from their classroom and come to Swans when the club finishes. Clubs usually finish at 4.15pm. When children arrive from a club, they are registered as normal. The coach/teacher has a record of who attends Swans and will send them to Swans once the club has finished.

15. Shopping

Swans order food online through Morrisons. The username is sam.brown@godstone.surrey.sch.uk. Food shops are usually made midway through the week to enable a delivery slot to be secured for the following Monday morning. Deliveries are booked between 7.30am and 8.30am so the driver can get to school before the children start arriving. Once shopping arrives it is put away into the fridge and cupboard.

Orders contain milk, biscuits, tea and coffee for the staff room and two loaves of bread for the Nursery. All receipts are stored with the School Business Manager.

16. Fire drill

In the event of a fire drill, the play workers lead the children quietly onto the school playground from the door by the sink, with the relevant register. (There is a stripy bag under the counter containing a contact list of all the parents.) The supervisor should collect the stripy bag and their personal mobile phone.

The children should then be counted and checked against the register.

17. Risk assessments

See Appendix One for the latest risk assessment.

18. Links with other policies

- Behaviour Policy
- Charging and Remissions Policy
- Child Protection and Safeguarding Policy
- Children's Care Policy
- Data Protection and GDPR Policy
- Equality and Equal Opportunities Policy
- First Aid Policy
- Health and Safety Policy
- SEND Policy

Appendix One

Name: Sam Brown and Clare Jones

Organisation: Swans breakfast and after school club

Assessment undertaken: 25.4.25

Identified Hazard	Risk	Control Measures	To be implemented by	When
Slips, trips and falls	Staff and children: <ul style="list-style-type: none"> ○ Impact injuries ○ Bumps ○ Friction burns ○ Cuts ○ Broken bones 	Tables and equipment organised to reduce risk. Children reminded of behavioural expectations e.g. no running inside. Spillages cleaned immediately and signs placed if necessary. Children to tidy up what they have used. First aid available.	Staff and children	Daily
Medical needs of the children	Children: <ul style="list-style-type: none"> ○ Medical emergencies linked to children's conditions 	List of all children's medical needs and conditions are known by all staff. Staff first aid trained with additional training if required e.g. epilepsy. Individual risk assessments in place if necessary e.g. temporarily broken bones.	Children	Daily
Use of equipment e.g. scissors, staplers,	Staff and children: <ul style="list-style-type: none"> ○ Cuts ○ Trapped fingers 	Children taught to use the equipment correctly. Adults supervise younger children using age appropriate equipment. First aid available.	Staff and children	Daily
Cooking equipment and hot water e.g. knives, oven	Staff and children: <ul style="list-style-type: none"> ○ Burns ○ Scalds ○ Cuts ○ Allergies 	Children not allowed in cooking area. Children all sit down when snacks are served. Children aware of temperature of the food before eating/touching. Fire extinguisher and fire blanket available. No deep frying used. Flammable materials kept away from the cookers and toaster e.g. tea towels, paper. Kettle and lead kept away from children's access to ensure it cannot be knocked over. Sharp knives stored in locked cupboards or cupboards that the children cannot reach. Foods containing allergens of children attending are not used. First aid kit and first aider.	Staff and children	Daily
Allergies, intolerances	Children <ul style="list-style-type: none"> ○ Allergic reactions 	A list of all children with allergies, intolerances and food choices is in the folder.	Staff	Daily

and food choices	<ul style="list-style-type: none"> ○ Illness due to intolerances ○ Religious and other beliefs not taken into consideration 	<p>Foods containing allergens of children attending are not used e.g. nuts.</p> <p>Children with intolerances are not allowed food they are intolerant to.</p> <p>Staff first aid trained.</p> <p>Any necessary medication available.</p>		
Cooking with the children e.g. iced biscuits, making soup.	<p>Staff and children:</p> <ul style="list-style-type: none"> ○ Burns ○ Scalds ○ Cuts ○ Allergies 	<p>Children taught to use equipment correctly.</p> <p>Children in small groups with one adult.</p> <p>Adults know allergies.</p> <p>First aid kit and first aider.</p>	Staff and children	Daily
Toilets	<p>Staff and children:</p> <ul style="list-style-type: none"> ○ Slips, trips and falls ○ Getting locked in ○ Fingers trapped in doors ○ Children wetting/soiling 	<p>Spillages cleaned immediately and signs used if necessary.</p> <p>Children taught to use toilets appropriately.</p> <p>Children who have wet or soiled are asked to change independently or assisted by two adults if necessary.</p>	Children	Daily
Outdoor play	<p>Staff and children:</p> <ul style="list-style-type: none"> ○ Impact injuries ○ Bumps ○ Friction burns ○ Cuts ○ Broken bones ○ Slips and falls ○ Grazes 	<p>Children supervised by staff.</p> <p>Outdoor area only used in suitable weather.</p> <p>Children shown areas they are allowed to use to be in eye line of staff (all areas are secure).</p> <p>Children shown how to use equipment safely.</p> <p>Separate Swans equipment.</p>	Staff and children	Daily
DVDs and other media	<ul style="list-style-type: none"> ○ Children exposed to unsuitable material. ○ Epilepsy with flashing images. 	<p>All media is always a U or PG if no children under 7 are present.</p> <p>All media checked before viewing.</p> <p>Only media suitable for age range of children present viewed.</p> <p>Medical needs of children taken into consideration.</p>	Children	As appropriate.