



THE BUCHAN SCHOOL

The Buchan School

Wraparound Care Provision Policy

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Janet Billingsley-Evans (Head)

The purpose of this policy is to offer guidance to all staff and parents about the running of the Breakfast Club, After School Club and Holiday Clubs.

BREAKFAST CLUB

Before school provision for Buchan parents who need to drop off their children early.

Children can be dropped off to the Pre-Prep building from 8am where a member of staff will meet them.

Children are supervised from 8am - 8.30am by a member of staff in the Pre-Prep building and then are taken to their class teachers for the start of the school day.

Parents are expected to contact the school in advance if they wish to enter their children into or take them out of supervision.

AFTER SCHOOL CLUB

The After School Club provides care for those Buchan pupils whose parents are unable to collect them at the end of the formal school day.

The provision is run a teaching assistant and school administrator.

The club runs from 3.30pm – 6pm, there are various time slots available to cater for different needs: 3.30pm-4.30pm / 3.30pm -6pm / 4.30pm – 6pm.

The service is run in a very flexible and child led manner. At 3.30pm Pre-Prep children are collected from their classrooms, while Prep children meet in the dining hall. At 4.30pm children are brought to the dining hall by their club leader and have a small snack.

Activities are based around set prep for that evening and a choice of indoor and outdoor activities depending upon the weather. The children's choice is the priority; if they were at home they would have choice.

Adults are there to facilitate play for the children and to help them make sensible choices – any carers are asked to give quite a 'hand-off' approach to give children the feeling of safety but relative freedom. Children should be supervised at all times, but older pupils are given more freedom to play away from the group – for example staff might sit in the dining hall while they play football in the sports hall or on the courts within view.

Children being collected at 4.30pm are picked up from the dining hall. If staff do not recognise the person collecting the child and have not heard from the usual person collecting, then we ask for a pre-arranged password – this is for the children's safety and to ensure children are not collected by anyone unauthorised.

We have a school mobile which parents can call at any time and all the emergency phone numbers of children using the provision on a regular basis are stored in the phone.

Provision runs five nights per week during term time with a rotation of teachers on duty with each night until 6pm – this is to protect staff and the children from any safeguarding issues, as well as to ensure there is an extra person to help in case of an accident or emergency. They both have a walkie talkie each to contact each other. A first aid kit is kept on hand and everyone is fully first aid trained.

A register of each night is kept and any incidents are noted and discussed with the child's form teacher to create a joint approach to care and discipline.

The register is sent to the Bursars office where parents are charged on their bill.

HOLIDAY CLUB

The Buchaneer Holiday Club is open during certain weeks of the school holidays and is for all Buchan Children aged 4-11 years.

The provision is run by three teachers or support staff and runs from 8.30am – 4.30pm. Children can attend the full day or just the morning or afternoon sessions.

The club takes full advantage of the school grounds and facilities. Weather permitting we spend as much time outside on the adventure playground, fields and wooded area. When inside: the school gym, computers, and classroom games are fully utilised.

Children are always supervised but encouraged to free play as much possible with a minimum of two hours a day given to child led play.

Adults act as facilitators to play, setting out craft activities and equipment for the children to use.

We also try to ensure we take at least three trips a week, weather permitting. Trips have included days out to local Glens, parks, beaches, museums as well as to the Fun Barn and meeting up with the Manx Wildlife Trust for educational days.

Children are dropped off to the Burrell Suite at 8.30am and left to play for the morning, we often put out small activities such as baking or crafts or else they can use the computers or play in the gym or on the field. We have lunch at 12pm -1pm and then in the afternoon do a more organised group activity such as a trips or big games. Children are then collected from the Burrell Suite at 4.30pm.

We have a school mobile phone and a list of all the children's emergency contacts on the register.

There is always a first aider on the team and a full first aid kit is kept on hand at all times. A risk assessment is filled out for Holiday Club in advance with details for all trips and planned activities.