



## **Wraparound Care 2024-2025**

Bengeworth CE Academy offers parents Wraparound Care for all pupils from Reception to Year 5 who attend Bengeworth Academy. Two concurrently run Breakfast Clubs – at our Burford Road setting for our Reception and Year 1 pupils, and at our King’s Road setting for pupils in Years 2 to 5 to provide childcare from 7:45am-8:45am.

An after school care club, Night Owls, is held at our Burford Road setting for all pupils from Reception to Year 5, which operates in tandem with our Curriculum+ Clubs.

# BENGEWORTH CE ACADEMY

## BREAKFAST CLUB

Our Breakfast Club provides a great start to the school day for pupils at Bengeworth CE Academy. Breakfast Club is open from 7.45am until 8.40am from Monday to Friday during term time. All children attending Breakfast Club must be accompanied to the main school entrance by parents and carers. Children are supervised at all times by a team of experienced staff who ensure that the children have a settled and enjoyable start to the school day. During Breakfast Club, children will be offered a healthy breakfast of fruit, cereals or toast, followed by fun activities and games. At the end of each session, children are accompanied to

their classrooms to begin their Early Birds' activities at the start of the school day. Activities include games, crafts, art and construction, to name but a few. Children are encouraged to make suggestions about future activities they may like, as well as being free to choose those they would like to participate in. Children often enjoy special activities throughout the year, such as Christmas crafts and seasonal art projects.

**The cost of each Breakfast Club session is £6.00 per child which must be booked in advance.**

## NIGHT OWLS' AFTER SCHOOL CARE

Night Owls' After School Care is provided at our Burford Road setting for children from the end of the school day until 6.00pm, Monday to Friday during term time. The club is supervised by experienced members of Bengeworth staff who provide children with an enjoyable and sociable experience at the end of the school day. Children in Reception and Year One are accompanied to the club by a member of staff at 3pm. Children in Years Two to Five who finish the school day at 3.15pm are accompanied by a member of the Night Owls' team from King's Road to Burford Road. A walk-down service is also provided for children who attend any after school Curriculum+ clubs and whose parents need ongoing childcare beyond 4.00/4.15pm. Several booking options are available for parents and carers to suit after school childcare needs:

Night Owls' After School club only (including walk down from King's Road setting for pupils in Years 2 to 5)

3.00pm/3.15pm – 4.15pm – **£6.00 per child per session**

3.00pm/3.15pm – 5.00pm – **£10.00 per child per session**

3.00pm/3.15pm – 6.00pm – **£13.00 per child per session**

Night Owls' After School club following Curriculum+ Clubs (including walk down from King's Road setting for pupils in Years 2 to 5)

4.00/4.15pm – 5.00pm – **£4.00 per child per session**

4.00pm/4.15pm – 6.00pm – **£7.00 per child per session**

**Late bookings will be subject to a further £2.00 charge.**

All children who attend Night Owls after 4.15pm will be offered a choice of light snack, such as sandwiches, fruit and yoghurt and a drink of fruit juice, milk or water. These will be served between

4.15pm and 5.00pm. During the club, children can choose from a range of engaging activities, such as arts, crafts, construction, jigsaws and games. Children will also be encouraged to read with members of staff and to complete any COOL time (homework activities) where appropriate. When the weather allows, children also have full supervised use of the outdoor area, including the trim trail.

Collection from Night Owls for all children is from the main entrance at Burford Road and parents and carers will be asked to sign their child out from the club, which will also record the time their child is collected. Parents and Carers should use the doorbell to inform Night Owls' staff of their presence. Children can be collected at any point up to their booked finish time, If children are collected after the time booked, a charge equivalent to the following session fee will be applied.

Parents and carers should also ensure that any changes of person collecting their child are communicated and that anyone collecting a child is over 16 years old.

If a child does not arrive at a booked Night Owls' session and we have not been advised of their non attendance, we will begin our Missing Child Procedure.

Late collection and emergencies:

If parents or carers need to contact staff at Night Owls' regarding changes of collection arrangements or to inform staff that they are running late please telephone the school office.

In the event that a child has not been collected by 6.15pm and we have not been able to make contact with parents and carers on any emergency contact numbers, it is school policy to contact Children's Social Care and the local police. There will also be a late collection fee charged to parents of £4.00 for every 15 minute period after 6.00pm.

# GENERAL INFORMATION

## **Behavior:**

All children at both Breakfast Club and Night Owls are expected to demonstrate our school values of Respect, Responsibility, Trust, Friendship, Perseverance and Forgiveness. Staff will use the school's Behaviour Policy to promote and praise positive behavior and will use a restorative approach towards any unacceptable behavior. Any incidents of continually poor choices of behavior will be discussed with parents and carers and any agreed actions implemented so that all children have a positive experience.

## **First Aid:**

Staff at both Breakfast Club and Night Owls After School Care club who hold a current first aid certificate and will provide appropriate first aid treatment for any child attending either club. In the case of a more serious incident, staff will call parents and carers. All accidents and first aid treatment will be recorded using the school's procedures and reported to parents and carers in line with the school's First Aid policy, including a letter sent home for any head injuries.

## **Illness:**

Should a child become unwell during either Breakfast Club or Night Owls' After School Care club, staff will call parents and carers using the emergency numbers provided to the school and may ask for the child to be collected from the club.

## **Medication:**

Parents are responsible for ensuring that their child's medical information is up to date. Any prescribed medicine for children in Years 2 to 5 who are attending Night Owls must be provided by the parent as the Night Owls' Team have no access to medication stored at Kings Road. Please refer to the Terms & Conditions information on our website.

## **Contact details:**

Parents and carers should ensure that all contact details and medical information is up-to-date and that any changes of telephone number or email address is communicated with the office staff at either setting as soon as possible.

## **Booking:**

Booking for both Breakfast Club and Night Owls is through our online booking website, Magic Booking

<https://bengeworthacademy.magicbooking.co.uk>

Please see the separate Wraparound Care Terms and Conditions for full details of booking terms, cancellation (including cancellation fees), payment options and overdue balances and payment using Tax Free Childcare vouchers.

Breakfast Club and Night Owls After School Care clubs are only available only during term time and not available during periods of school closure, including INSET days or holidays, unless otherwise advertised.

## **Policies and Procedures:**

The policies of Bengeworth CE Academy are applicable to Breakfast Club and Night Owls' After School care club. A copy of the following policies and procedures are available on our school website

[www.bengeworthacademy.co.uk](http://www.bengeworthacademy.co.uk) or paper copies available on request from either school office: Child Protection and Safeguarding, First Aid, Equal Opportunities, Charging and Remissions, Behaviour, Health and Safety and Complaints' Procedures.