



Sir John Offley CE (VC) Primary School

Izaak Walton Way • Madeley • Cheshire • CW3 9PJ

Headteacher: Miss S Ward, BA (Hons), PGCE, NPQH

'Everyone matters, every day counts'

Nursery Class – Busy Bees Wraparound Policy and Contract

Introduction

Wraparound care is available to all children who are not entitled to 30 funded hours and who attend the Nursery class at Sir John Offley. The sessions will run every day, Monday to Friday, during term-time from 11.50am to 3.15pm.

Objectives for Wraparound Care

- To provide a welcoming, safe, secure environment for pupils in the Nursery class after the school day ends at 11.50am
- To provide an affordable wraparound service to parents/carers
- To employ caring supervisory staff
- To provide a calm play environment for those pupils

Staffing

The number of staff in the wraparound sessions will vary depending on the number of children but it will follow the correct adult to pupil ratio as per government guidelines. In addition to this the Headteacher, Deputy Headteacher or Nursery Staff will be on site, as well as a qualified first aider. All staff have current Disclosure and Barring checks in place and are registered on the Single Central Register.

Contingency Arrangements for Staff Absence and Emergencies

If a member of staff is absent, arrangements will be made by the Headteacher/Deputy Headteacher to ensure that a suitably qualified member of school staff is available to run the Nursery provision.

School Policies and Procedures

All policies and procedures of Sir John Offley CE (VC) Primary school are strictly adhered to during Nursery sessions.

Finance and Funding Eligibility

All 3 and 4 year old children are eligible for 15 hours free childcare (Monday to Friday - 8.50am to 11.50am). Some pupils may be eligible for 30 hours free childcare (Monday to Friday - 8.50am to 3.15pm). Eligibility can be checked at: www.childcarechoices.gov.uk

Those pupils who are only eligible for 15 hours free childcare have the option of paying for a wraparound provision, meaning that their child will be in school from 8.50am to 3.15pm. The cost of the wraparound provision is £10 per day.

All funding and fees are used to cover all costs of the sessions. This includes staffing, equipment and day-to-day running costs.

It may be necessary to change the wraparound provision fees from time to time however parents/carers will be given sufficient advance warning.

The Nursery (and Wraparound) provision is a governor run arrangement and is self-financing. The provision may be withdrawn if it is found not to be financially viable.

Wraparound Provision: Pricing, Bookings, Amendments and Payment Arrangements

- Should a parent/carer require their child to attend the wraparound provision, the school must be informed upon receipt of the offer of the Nursery place. Confirmation of the specific days required will also be needed at the same time.
- The charge of £10 per session needs to be paid **in advance**, either prior to the start of the half-term, month or week.
- All payments need to be paid via ParentPay or by cash using PayPoint at a local convenience store. Please contact the school office if you would like to pay by cash via PayPoint.
- We ask that parents ensure payment is made in advance and that there is always credit in their Wraparound account on ParentPay. Should the account go into arrears, then the School Debt Policy will be enforced, this could result in the Wraparound provision being withdrawn.
- There will be no refund of sessions if your child is absent as staffing/running costs need to be covered.
- Unfortunately, no changes can be made to the days that you have booked for your child. However, if there are exceptional circumstances and if there is availability in an alternative session then an exception may be made. Please contact the Headteacher or Bursar to make a request.
- If you would like to swap your sessions on a permanent basis then this may be possible at the start of each half-term. Please contact the Headteacher or Bursar at least three weeks before the end of the half-term if you would like to request a change to your child's sessions.

Please sign to confirm your agreement to adhere to the above Busy Bees Wraparound Provision Policy.

Parent/Carer Signature: _____

Child's Name: _____

Date: _____