

WRAPAROUND CARE POLICIES AND PRACTICES

Opening Statement

Forest Prep School is dedicated to safeguarding and promoting the welfare of its pupils; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

Hours

Forest Preparatory School is open from 7.30 am – 6.00 pm Monday - Friday. Children can be dropped off at any time up to the time the school door opens for the rest of the children at 8.40 am.

Ratios

The school fully complies with statutory Early Years ratios at all times: for two year olds: one qualified adult to a maximum of four children. Two year olds have a designated member of staff who is fully trained and qualified, with at least a full and relevant level 3 qualification; and with the skills and knowledge to meet a two year old's health and welfare needs appropriately.

Children are supervised closely and can be involved in a number of activities outside or in, according to the weather conditions. We ensure that two and three year olds attending wraparound care, have equipment and activities that are safe and age appropriate. The wraparound facilities are available to parents after their child's second birthday.

Activities

After School Care consists of a homework room for Upper School after a short break outside. Early Years and Lower School engage in a number of activities - colouring, arts and crafts, cookery, board games, floor games, team sports etc.

The After School Care encourages a family atmosphere with children of all ages bonding and co-operating.

When Upper School finish their homework they read for a short time and then join the younger children at about 4.45 pm.

Snacks

Snacks and drinks are provided in after school and breakfast club, where cereal/toast is available before school.

Bookings and Registers

This service is run in-house. Parents can sign up for the provision using the Magic Booking System. If a parent would like to arrange for another adult to pick up their child from Late Stay, they must telephone Late Stay and provide a code word. This will be asked for when the adult arrives to collect the child.

Training and Qualifications

All staff hold a Paediatric First Aid qualification and at least one member of staff holds the two day higher level training, which meets EYFS statutory requirements. Staff have also received food handling training.

Fire Safety

Regular fire drills are carried out during the extended school day allowing good practice and familiarisation for both pupils and staff within the wraparound care setting. The Fire Marshall responsible is Mr Brian Edwards (Site Manager).

Supervisors and Staff

The Late Stay or Early Morning Supervisors will report any issues or incidents to the Head or Deputy Head, or in their absence, the Director of Studies or Head of EYFS. Any trends or patterns will be discussed at the Health and Safety Committee Meetings.

Breakfast Club Supervisor:

Miss Ana Saez (*Level 3 Teaching Assistant*)

Breakfast Club Assistant:

Miss Elizabeth Walsh
(*BA Hons with QTS*)

Late Stay Co-Supervisors:

Mr Josh Bullock
(*BA Hons with QTS*)

Miss Ana Saez
(*Level 3 Teaching Assistant*)

Late Stay Assistants:

Miss L Walsh (*Key worker responsible for those children under the age of 3*)
(*BA Hons with QTS*)

Mr Tom Cunliffe

Contact Details

The Wraparound telephone number is 07873422312.

The Wraparound email address is wraparound@forestscool.co.uk.

In the event of an emergency the Headteacher can be contacted on gbooth@forestscool.co.uk