



Walkington Den

Wrap-Around Care Policy and Procedures

1. INTRODUCTION

The Walkington School Den was established during the spring of 2024 in response to parental demand for wrap-around child care, in line with the government's ambition as outlined in their guidance to schools published in February 2024. This policy sets out how the Den will operate and how families can access the provision from April 2024 onwards.

We anticipate that there will be operational issues and learning which the school will need to be responsive to once the provision is opened. The school reserves the right, therefore, to modify and amend this document in line with the emerging needs and safe running of the provision.

2. AIMS AND OBJECTIVES

To provide Wrap Around Care which supports working families by providing a safe, healthy and purposeful environment for pupils from 8:00am to 8:45am and 3.30pm to 6:00pm on school days.

Walkington Den will:

- Be well-used and valued by child and adult clients
- Impose no extra burden on the smooth running of the school day from 8.50 am onwards
- Support families who require the extended day to facilitate work responsibilities.

Walkington Den is not providing the same service as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange. Also note that Walkington Den is only open on school days. Whilst the Walkington Den remains a priority for the school, it must be remembered that it currently sits beyond the school's statutory core purpose.

3. ANTI - DISCRIMINATION

Walkington Den is subject to the same policies and procedures that apply to the school's Equality and Diversity policy, including the accessibility plan. It is subject to the same procedures regarding the reporting of any incidents which are discriminatory in any manner, based on race, nationality, gender, disability or sexual orientation.



Walkington Den

Wrap-Around Care Policy and Procedures

Most importantly:

- All staff will be vigilant at all times, in order that discriminatory behaviour does not go undetected.
- All staff will investigate any allegations of discrimination and take the child's concerns seriously.

If there is an allegation:

- All staff will take action as soon as possible and ensure that all related interactions are carried out sensitively, i.e. away from the group.
- Staff will remain calm and take time to listen impartially to all involved.
- After any reported incidents, staff will consider whether pupils need support to rebuild or reinforce self-image and self-esteem.
- All reports of discriminatory incidences will be recorded as per school policy, ensuring that relevant school leaders will always be notified.
- Information relating to all incidences of discriminatory behaviour will be shared with governors on a termly basis.

4. STAFFING

Staffing will include: One level 3 Co-Ordinator (First Aider) and one or two Assistants (First Aiders) in line with demand and requirements. The school has the flexibility to manage staffing levels via a mix of casual/contracted employees.

Maximum adult/pupil ratio is 1:15. The school reserves the right to cap pupil numbers in line with its capacity and staffing quota.

5. THE ROLE OF THE SCHOOL LEADERSHIP TEAM

The School Leadership team is ultimately responsible for the safe and successful running of Walkington Den. However, the day to day running of the provision is delegated to the Walkington Den Co-ordinator.

It is not expected that a member of the Senior Management Team is on site whilst Walkington Den is in operation, though this may often be the case.



Walkington Den

Wrap-Around Care Policy and Procedures

6. BEHAVIOUR

Walkington Den is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Behaviour Policy. The same rules / expectations and procedures apply that are the basis of the School's Behaviour Policy. These are understood by all the children attending Walkington Primary School.

The following additional points should be noted:

- Unlike the core school hours, as attendance is not a statutory requirement, the school is not obliged to provide extra support to meet the specific needs of individuals with regards to their behaviour. However, in line with our Access and Equality policy it will endeavour to make reasonable adjustments to ensure all pupils are able to attend.
- Pupils who significantly misbehave may be, after one written warning, removed from the register. In this situation payment made for subsequent, unused sessions will be reimbursed by the school.

7. REGISTRATION RESERVING PLACES AND PAYMENT

To attend Walkington Den, parent/carers need to reserve and pay for places by 2pm on the Friday proceeding the week they wish to use the provision

- Prior to making a booking, a printed registration form must be completed for each individual child and submitted to the Walkington Den Co-ordinator through the school office.
- Money is not refundable for absence due to illness or other family commitments. However, money is refundable for reasons for which the school could reasonably be held reasonable e.g. emergency school closure.
- Where a child maybe attending an extra -curricular activity whilst attending Walkington Den, parents will be charged for the full session.
- Parents can only book places via the existing SchoolMoney payment system. Payment must be made at the time of booking to confirm your child/ren's place.
- Places are allocated on a 'first come, first served' basis.
- Bookings can be made for any day within the current half term. Bookings will open for the following half term during the final week of the previous term. A text will be sent to inform parents that the booking system for the following half term is open.



Walkington Den

Wrap-Around Care Policy and Procedures

- If a session reaches the maximum number of bookings, the system will not allow any further bookings to be made for that day. Provision will initially be capped at 30 places per session and will be reviewed by the school management team, as required.
- Prices will be reviewed at the start of each financial year. Where it is felt necessary to make changes to the pricing structure within the financial year, users will be given one ½ terms notice.
- The school reserves the right to terminate the registration of any pupil where it is deemed the conditions and expectations of this policy are not being upheld.

8. COMMUNICATION

Please note that communication to Walkington Den will not be monitored outside of the Walkington Den opening hours, including weekends and school holidays.

All communication from parents relating to Walkington Den should be made directly to Walkington Den staff, either face to face or using the following email address: walkingtonden@walkington.eriding.net or on 07447617907 in advance of the collection.

The exception to this is communication relating to payment. In this instance, parents should contact the school office via the usual channels.

9. CONTACT DETAILS

Please ensure you update Walkington Den as soon as possible if any of your contact details or child/ren(s) medical needs change.

10. PARKING

Between 7.45am and 5pm, the school car park is for school staff and authorised visitor use only. After 5pm we ask that any parents using the access drive into the car park proceed with caution, in the knowledge that there may be pedestrians within the car park.



Walkington Den

Wrap-Around Care Policy and Procedures

11. ARRIVAL

The arrangements for arrival at Walkington Den are as follows:

- Parent/Carers are responsible for ensuring the safe arrival of their child(ren). Users and family members must always access and leave the site via the pedestrian gate on the KS1 playground. At no time must Walkington Den users access the school drive.
- Entrance is via the main school door where a doorbell is in use to access Walkington Den.
- No responsibility will be taken for pupils before 8am.
- Children arriving after 8.30am will not be provided with breakfast.
- The Walkington Den team will have a weekly register so they are aware which children should be attending.
- Children will enter and leave their belongings in a designated area. Children will then sit down in the dining area. Children will wait for the opening of the breakfast bar.
 - Breakfast will be served in the hall. This will include: Toast, a choice of cereals and milk or juice. A quiet area will be available for pupils wishing to read and/or complete homework. In the drier months, access to the field will be available.
- Appropriate video content can be broadcast on the large screen.
- At 8.40am the children will prepare to move to their classrooms, ready for 8.45am.

12. COLLECTION

The arrangements for collection from Walkington Den are as follows:

- The Walkington Den team will have a weekly register so they are aware which children should be attending.
- Parent/Carers are responsible for ensuring the safe collection of children from Walkington Den. Under no circumstances should children sign themselves out and leave unaccompanied.
- Users and family members must access and leave the site via the pedestrian gate on the KS1 playground. Walkington Den users may access the school drive from 5pm onwards.



Walkington Den

Wrap-Around Care Policy and Procedures

- Collection is from the main school door, where a doorbell is in use to access Walkington Den.
- The Walkington Den team will collect KS1 pupils from their classrooms at the end of the school day. KS2 pupils will make their own way to Walkington Den when dismissed by their class teacher.
- Children will leave their belongings in the designated area.
- Pupils will have access to toilets.
- Parents/carers may collect at any time up to 6.00pm.
- For the safe and sustained running of the provision, it is of the utmost importance that all children are collected on time before the club closes at 6.00pm. Late collection will incur an additional charge of £10 per family. To ensure nobody ever runs in arrears, this penalty would have to be cleared prior to a child attending any subsequent sessions. If the school has concerns regarding late collection, it may issue parents with a written warning that their registration may be terminated. The school reserves the right, should it so wish, to waive this fee due to mitigating circumstances, beyond the parties control.
- An afternoon snack will be provided. This will include: A range of sandwiches, fruit, a biscuit and water, milk or juice. Please note that this is a light snack and is not intended to replace a child's full nutritious evening meal.
- Walkington Den will have access to the field in the warmer months.
- Space will be available for pupils wishing to read and/or complete homework.
- Parents will collect their child/ren between 3.40pm – 6.00pm using the doorbell system in the foyer. Should there be a change to the designated adult coming for collection, we ask that the parent/carer notifies the Walkington Den team on walkingtonden@walkington.eriding.net or on 07447617907 in advance of the collection.

13. ABSENCE

If your child has been taken out of school earlier in the day for sickness or an appointment, please inform the Walkington Den team on walkingtonden@walkington.eriding.net or on 07447617907.



Walkington Den

Wrap-Around Care Policy and Procedures

14. FIRST AID/ADMINISTRATION OF MEDICINE/ACCIDENTS

This is a continuation of the existing school practice. Please refer to the school website for specific policies relating to this.

15. CLUBS

If your child attends an extra -curricular club after school, please inform the Walkington Den team on walkingtonden@walkington.eriding.net or on 07447617907 so they are aware and can save an afternoon snack for them.

School/Walkington Den staff will ensure all pupils attending in-school extra - curricular clubs are transferred safely from the location of this activity to Walkington Den.

16. SCHOOL EVENTS

On certain occasions through the school calendar, there may be times where the operational policies of Walkington Den have to be adjusted to allow children to engage in planned school activities e.g Friends of School discos/summer fair. On these occasions, specific instructions as to how Walkington Den will operate will be circulated in advance to all parents. However, it is the schools' intention that all pupils, including those who regularly attend Walkington Den, will have the opportunity to attend all events the school offers throughout the year. Specific arrangement will be put in place for Parent/Teacher consultation evenings. However, please note that Walkington Den will still close at 6.00pm.

17. DIETARY REQUIREMENTS

Parents must ensure, via the registration form and any subsequent written communication, that staff at Walkington Den are aware of any allergies or dietary requirements. It will be the responsibility of Walkington Den's Co-ordinator to ensure these requirements are met. Please ensure you inform Walkington Den staff of any changes to dietary requirements due to medical needs.

18. MOBILE PHONES

In line with the existing school policy children will **not** be allowed access to mobile phones/portal devices whilst attending Walkington Den.



Walkington Den

Wrap-Around Care Policy and Procedures

19. SAFEGUARDING

Walkington Den is subject to all the same regulations, processes and procedures as described in the school's Safeguarding Policy and in all associated health and safety employment policies. All staff have been inducted with our school policies and have undertaken safeguarding training relevant to their role. All staff have access to the school Child-Protection reporting system - CPOMS - which can be accessed throughout the school day.

Date of this review: February 2024

Next Review: February 2025 or sooner, if deemed necessary.