

## Evendons Primary School Wraparound Care & Enrichment Clubs

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### **1.0 Introduction**

Evendons Primary School is committed to offering wraparound care to all children, including Early Year Foundation Stage (EYFS). Wraparound care consists of Breakfast, After School and Enrichment (extra-curricular) Clubs. Parents may reserve places at Evendons clubs via Scopay, which is an activities management website/app that allows parents to book their children into before and after school activities. Clubs are run on a first come, first served basis. External clubs maintain their own booking arrangements.

### **2.0 Staffing**

The wraparound care offer is part of the school's normal provision and will be coordinated by the Evendons Club Manager. Enrichment clubs are run by a combination of in-house staff and external club leaders.

The ratio of staff to children in Breakfast and After School Club (Evendons Explorers) will be no less than 1:15.

### **3.0 Evendons Explorers - Breakfast Club**

Breakfast Club operates every day that the school is open for children (i.e. term time only). School staff manage the club, ensuring our policies and procedures are adhered to and that safety and behaviour are as we expect at Evendons. Club staff ensure the children are offered a healthy breakfast, providing a comfortable and enjoyable experience before school starts.

The goals of a healthy breakfast club are:

- That no child will start a school day hungry and without food;
- To provide the energy and nutrition required for active learning;
- To improve attendance, concentration and learning in the classroom;

- To provide positive examples of healthy eating, creating a foundation for lifelong healthy eating habits;
- To enable children to socialise, listen and talk in a relaxed atmosphere.

Breakfast Club is for Evendons Primary School children only, from Reception to Year 6. Children should enter via the side gate at the far right of the school building (adjacent to Finchampstead Road) no earlier than 7.30am. They will be met at 'The Hive' door by Explorers staff. Parents are not permitted to enter the building.

## **Breakfast**

A healthy breakfast is available until 8.15am. Between 8.30am and 8:45am EYFS and Years 1-2 children are taken to their classrooms by the Breakfast Club staff and juniors (KS2) will make their own way to their classrooms.

At breakfast time we try to serve:

- Fruit e.g. dried or fresh fruit with cereal, glass of fruit or vegetable juice;
- Wholegrain or high fibre breakfast cereals, with semi skimmed milk;
- Wholemeal, high fibre or white toast and bagels.

## **Breakfast Club Fees & Payment (effective September 2022)**

The cost is **£6.70** per day and is payable via the child's Scopay account. The charge is £6.70 regardless of what time the child arrives and whether or not they choose to have breakfast.

Payment in full must be made via Scopay at the time of booking by card. Alternatively, parents who have registered with the school as Childcare Voucher or Tax Free Childcare users must email a confirmatory screenshot of their payment on the day of booking to [childcarevouchers@evendons-primary.co.uk](mailto:childcarevouchers@evendons-primary.co.uk). Failure to do so may result in the immediate withdrawal of the child's place. More information regarding payment via vouchers is attached.

## **4.0 Evendons Explorers – After School Club**

Our After School care operates every day that the school is open for the children (term time only), excluding the last day of each term and is staffed and managed by the school.

The aims of our after school care are:

- To enable children to socialise, listen and talk in a relaxed atmosphere;
- To learn and develop new skills;
- To give opportunities to play;
- To encourage children to take part in a variety of structured activities;
- To provide an opportunity for children to complete homework in a calm environment.

After School Club integrates with our enrichment clubs. Children may attend a pre-booked internal or external club held on site and then join Explorers for the remaining time (4.30pm-6.00pm). Children may be collected from Explorers at any time between 3:30pm and 6:00pm, access to parents is via the side gate at the far right of the school building (adjacent to Finchampstead Road). Children are collected from The Hive door and released by Explorers staff. Parents are not permitted to enter the building.

## **After School Club Fees & Payment (effective September 2022)**

Payment in full must be made via Scopay at the time of booking by card. Alternatively, parents who have registered with the school as Childcare Voucher or Tax Free Childcare users must email a confirmatory screenshot of their payment on the day of booking to [childcarevouchers@evendons-primary.co.uk](mailto:childcarevouchers@evendons-primary.co.uk). Failure to do so may result in the immediate withdrawal of the child's place. More information regarding payment via vouchers is attached.

### ❖ *Session One (3.30pm to 4.30pm)*

The charge for the early session is **£4.95** per day.

### ❖ *Session Two (4.30pm to 6.00pm)*

The charge for the later session is **£9.95** per day.

### ❖ *Both sessions (3.30pm to 6.00pm)*

The charge for both sessions is **£14.90** per day.

## **Late fee for late collection after 6:00pm**

All children must be collected by 6pm at the latest. Late collections will be charged £10 per child for each block of 15 minutes. Late fees are automatically applied after 6pm and are non-negotiable.

Additionally, where necessary children may be sent to After School Club as a result of non-collection at the end of the school day at 3.30pm. If after a period of 15 minutes the child has not been collected, an automatic late collection fee of £10 is payable and will be applied to the child's Scopay account. Thereafter, additional fees will be charged at a rate of £10 per child for each block of 15 minutes. For further details regarding late collection, please refer to the Collection & Non-Collection of Children (Including Missing Child) Policy on our website.

## **5.0 Evendons Explorers – Cancellations, Amendments & Ad Hoc Bookings**

So that we may plan our staffing accordingly, amendments or cancellations to scheduled Breakfast or After School Club sessions must be requested with at least **four days' notice**. Any scheduled sessions cancelled within this period remain chargeable. Refunds may be agreed in exceptional circumstances only, and subject to Headteacher approval. Accrued balances are not subject to refund.

In the event of a cancellation or a child leaving the school, payments received via Childcare Vouchers or the Tax Free Childcare scheme cannot be refunded back to parents or transferred to lunch / trip / sibling accounts under any circumstances.

Fees will be reviewed annually by the school. Parents will be provided with a minimum of one term's notice detailing any changes.

If a child is unable to attend a pre-booked session, parents must inform the Club Manager or the school office in advance. This is to ensure that staff have an up to date record of the number of children they are expecting. The Club Manager will keep all parents informed of any behaviour issues that arise during the sessions as appropriate.

### ❖ **Ad hoc wraparound care**

Parents may book ad hoc After School and Breakfast Clubs via Scopay. Sessions may be booked or cancelled online up to four days before the start of a session but in certain circumstances we are able to take same-day bookings over the phone, subject to availability. If a preferred session is fully booked, parents may request to be placed on a waiting list by contacting the school office.

## **6.0 Before & After School Extracurricular Clubs (Enrichment Clubs)**

At Evendons we believe that the extra-curricular activities we offer enable the children to widen their interests in a variety of hobbies and skills. Members of Evendons staff and a range of external providers offer clubs throughout the school year. The clubs provided may differ per term and are subject to availability. We endeavour to offer as wide a range as possible to all pupils but due to space and staffing constraints, clubs cannot be offered to every year group, every day. Spaces are limited and allocated on a first come, first served basis.

### **❖ Internal Clubs**

Payments for our school-led clubs are made via Scopay and paid termly in advance. Ad hoc bookings for Enrichment Clubs are not available. Full payment must be made prior to the beginning of term to ensure your child is able to participate. Payments are non-refundable. Failure to make payment via the requested deadline will result in the withdrawal of your child's place from their chosen activity. Payment deadlines are communicated to parents when the termly club schedule is published.

Payment is in respect of attendance for the full term and is not subject to a reduction in fees should a child subsequently join later in the term. Refunds for cancelled sessions may only be considered in exceptional circumstances and at the Headteacher's discretion.

Queries regarding clubs should be emailed to [clubs@evendons-primary.co.uk](mailto:clubs@evendons-primary.co.uk) where messages will be dealt with in the order they are received. The school office will not deal with club queries at the front desk as these are often in peak times (when children are entering or leaving the school).

Our pre-school extra-curricular clubs begin between 7.45 and 8am and end at 8.30am. At the end of the session, children will be released to go to their classrooms. EYFS and KS1 will be escorted. There is no breakfast provision for children attending pre-school extra-curricular clubs.

### **❖ External Clubs**

Bookings and payments for clubs managed by external suppliers are made direct with the provider.

## **7.0 Holiday Clubs**

With the exception of the Christmas break, the school aims to provide a high quality holiday club provision during the school holidays. Various activities are available including sports, arts & crafts and themed weeks. The clubs are led and staffed by an external provider, Star Hotshots. Please see their website for details ([www.star-hotshots.co.uk](http://www.star-hotshots.co.uk)).

## **8.0 Behaviour**

Evendons behaviour strategy is aimed at creating a culture with high expectations of conduct and creating a calm, safe and supportive environment conducive to learning and play. All pupils are expected to respect others, adhere to the school's core values and look after the school premises.

The Club Manager will keep all parents informed of any behaviour issues that arise during the sessions as appropriate. Where the child's behaviour fails to meet the school expectations or maintain the boundaries of acceptable conduct, their place in an activity may be withdrawn for a period determined by the Headteacher. Sufficient notice will be issued. Sufficient notice constitutes one verbal or emailed notification and one written notification. In extreme instances, withdrawal may be immediate and/or on a permanent basis. Further information may be found in our Behaviour Policy.

## 9.0 Withdrawal of Place

We reserve the right to withdraw a child's place from an activity in the event of any of the following circumstances:

- Contravention of any of the conditions contained in the wraparound policy after sufficient notice has been served. Sufficient notice constitutes one verbal or emailed notification and one written notification. In extreme instances, withdrawal may be immediate and/or on a permanent basis;
- Should any child appear continually unsettled or unhappy during club sessions;
- Where it is the opinion of the club staff and Headteacher that continued attendance would be to the detriment of the child, other club members or staff;
- Where it is the opinion of the staff and the Headteacher that the child is insufficiently toilet trained;
- Where the child's behaviour is deemed unacceptable by the club staff and Headteacher. If behaviour fails to meet the school expectations or maintain the boundaries of acceptable conduct, the child's place may be withdrawn for a period determined by the Headteacher. Sufficient notice as detailed above will be issued. In extreme cases the place may be withdrawn immediately and/or on a permanent basis.

## 10.0 Childcare Vouchers & Tax Free Childcare

If you would like to use Childcare Vouchers or the Tax Free Childcare scheme to book school-led clubs or any Evendons Explorer sessions, please use the following instructions:

You must **first contact the school** via email to [childcarevouchers@evendons-primary.co.uk](mailto:childcarevouchers@evendons-primary.co.uk) with the following information:

- Childcare provider name;
- Child's name;
- Name of the parent registered to the vouchers;
- Reference number if applicable.

**We cannot process your payments without this information.**

Once you have notified the school you wish to pay using vouchers, you will be added to a user group within Scopay to allow you to book without paying by card. If booking in Scopay before your vouchers have been processed, accounts will show as a minus. Vouchers may only be used for Evendons Explorers or extracurricular clubs. Please note, the booking of Evendons termly extra-curricular clubs will still require a nominal deposit by card in order to secure the place.

A confirmatory screenshot of the payment should be emailed to [childcarevouchers@evendons-primary.co.uk](mailto:childcarevouchers@evendons-primary.co.uk) **on the day of booking**. Failure to do so may result in the immediate withdrawal of the child's place. The process to allocate voucher payments into Scopay is manual and may therefore be subject to delay so please bear with us.

For tax purposes, Childcare Vouchers and Tax Free Childcare payments **cannot be refunded back to parents or transferred to school meal / trip accounts under any circumstances.**

- Here is a list of voucher providers we currently use and our account numbers. If you wish to use a provider which is not listed, please call the school office on 0118 979 1054.
  - Sodexo – 910958
  - Care-4 – 77340383
  - Computershare – 0026710887
  - Fideliti – EVR054C
  - Edenred – P21299779
  - RG Childcare (Reward Gateway) – 70993020760

- Gemelli – EV6174
- Kiddivouchers – no account number
- Happy People – no account number
- Busy Bee – You will need to provide the following information to Busy Bee:
  - School Name – Evendons Primary School
  - School Address – 161 Finchampstead Road, Wokingham, Berkshire. RG40 3HD
  - Contact Name – Tracey Sansom
  - Contact Number – 0118 9791054
  - OFSTED No. – 140953
  - Email remittance to – [finance@bpet.co.uk](mailto:finance@bpet.co.uk)

**Please direct any questions to [childcarevouchers@evendons-primary.co.uk](mailto:childcarevouchers@evendons-primary.co.uk)**