



# THE WESTGATE SCHOOL

## Hampshire's First 4-16 'All Through' School

*"The The Westgate School is a community of learners where partnerships inspire success for all:  
learning together – achieving excellence"*

**Headteacher: Mrs F A Dean, MA (Ed)**

Initial Policy date		Next scheduled review	July 2026
Governor approved	July 2025	Key person/people	Senior DH / Head of primary phase
Model Policy	DfE guidance Jan'2024	Model localised	Yes

### **Wraparound Childcare Policy**

#### **Aims & Vision**

This childcare provision is an extension of The Westgate School and therefore operates in line with the School's ethos and values to be kind, respectful and responsible and has high expectations of pupil behaviour. All Wraparound care colleagues have the necessary training and qualifications for safeguarding, behaviour management, first aid and food hygiene. The Manager holds relevant childcare qualifications.

It is our aim that our Wraparound Care Provision provides a happy, safe and secure environment before the beginning and at the end of the school day. We make the best endeavours to be an inclusive and accessible provision. We believe that a positive partnership with parents and carers is crucial and promotes our vision to maximise the child's learning and ensure wellbeing and well-rounded development.

Our practice at wraparound is underpinned by The Westgate School's Safeguarding, Child Protection and Behaviour Policies.

We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's participation or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality

- keep you informed about the school events and activities through newsletters, email and website

- Ensure children are not disadvantaged if they do not attend wraparound

Opening Hours - Westgate Primary Phase Breakfast Club:

- Is open term-time only with sessions running from 7:45am
- Will be closed during the holidays including bank holidays
- Sessions must be booked half a term in advance

Opening Hours - Westgate Primary Phase After School Club:

- Is open term-time only with sessions running from 3:20pm to 6pm
- Will be closed during the holidays including bank holidays
- Sessions must be booked half a term in advance

There will be the opportunity for childcare during the INSET days from 8.15 am to 5pm as long as there is a need (at least 6 places or more).

## **Admissions Criteria**

Places are allocated in the Westgate Wraparound by the following priorities:

Places are offered on a first-come, first-served basis. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised each time a child is added to or removed by the parent. When all places have been allocated by the Manager, a waiting list will be established, with the following order of priority:

1. Children of colleagues at The Westgate All-Through School, who attend the Primary Phase.
2. Siblings of children already attending Westgate Wraparound.
3. Children at The Westgate Primary Phase who require the greatest number of sessions/hours per week.
4. Children attending The Westgate Primary Phase.

Any places that become available will be offered to the child at the top of the list at that time. When a place becomes available you will receive an offer and a request for a deposit payment of half term's fees in advance which will be offset against the final invoice raised once due notification has been given to terminate the place. The deposit is non-refundable if you withdraw your child place prior to the start date. Your child's place will not be confirmed until a signed agreement and deposit payment have been received. If the signed agreement and deposit are not received within 5 working days, the offer may be withdrawn.

## **SEND**

At The Westgate School we believe that every child should have access to extended provision, including our wraparound care. In order to facilitate this and to make reasonable adjustments where a child has needs that are significantly different or additional to those of their peers we expect constructive partnerships with parents to agree the strategies and adjustments that can be made in the context of wraparound care.

Where a child has an individual EHCP and needs additional staffing support funding may need to be allocated out of their EHCP budget. In line with government guidance “where adjustments are deemed unreasonable by the wraparound provider but are necessary in order for the child to access provision, parents may be asked to cover the associated costs” (Wraparound childcare: guidance for schools and trusts in England February 2024).

The Wraparound Manager will work closely with the School SENCO to ensure that all children receive high quality, accessible and inclusive provision with appropriate training.

## **Behaviour**

The School's Behaviour policy is followed. Any behaviour concerns are communicated to parents via the club manager in the first instance. Whilst we recognise the importance of this provision being a more relaxed, less formal experience for children, we retain the same high expectations of pupil conduct, manners and behaviour which enables all pupils to enjoy the session within a safe, welcoming and structured environment. Please refer to the linked School's Behaviour Policy found on the website.

## **Safeguarding**

In accordance with Safeguarding arrangements, all colleagues involved in the running of Wrap Around Childcare, will have enhanced DBS clearance. Wraparound's DBS information is recorded on the school's Single Central Record. Wraparound Colleagues follow the school's linked policies and procedures for Child Protection and safeguarding. Where ICT equipment is used, Colleagues also follow the school's linked Internet Safety and Cyber Bullying Policy.

## **Exclusions and Suspensions**

The Wraparound provision is not a statutory part of the School's core provision therefore, inclusion in Wraparound will be in line with any other club/activity. If a child is unable to meet the expectations of the provision in terms of behaviour and with reasonable adjustments in place, it is with regret that the place will be withdrawn either for a fixed period or on a permanent basis. Any such suspension is not a suspension/exclusion from school. Parents will be informed of a decision when they collect their child. Fees will be reimbursed if the suspension/exclusion period is longer than a week.

## **Fees**

We aim to provide affordable provision for parents. Please see update fee information detailed on the expression of interest form.

Because staffing costs are still incurred, fees are still charged at the normal rate in the event of unusual circumstances that result in wraparound closure that are deemed beyond our control, for example: extreme weather conditions, flood, power failure or an outbreak of serious illness, epidemic affecting safe levels of staffing or if your child is unable to attend owing to family circumstances or illness. This is to ensure that wraparound can continue to run sufficiently.

In the event of extended closure beyond our control (eg Government/Public Health England enforced closure where children cannot legally attend), fees of up to 50% may be charged for up to one month of closure but for subsequent months a retainer fee of 30% will be chargeable

to supplement salary costs. In the event that some families are permitted to continue to use Wraparound (eg Key Workers), normal fee charges will apply to those families.

A notice period of one-half term is required if you decide to cancel your child's place at Wraparound.

### **Collecting your child**

If your child is not collected by 6pm, a charge of £5.00 per 5 minutes (or part thereof) will be applied to your account. If your child has not been collected by 1 hour after the wraparound session, and no contact has been made by you, and if wraparound colleagues fail to make contact with any of the emergency contact numbers, we will report the situation to Children's Services in the first instance as well as Ofsted.

### **Managing persistent lateness - collection**

The Manager will record incidents of late collection and will discuss them with the child's Parent/Carer. Three or more late collections in an academic year will likely result in the withdrawal of your child's place for the year and they will need to be placed on the waiting list for reinstatement. Children not collected by 6pm a charge of £5.00 per 5 minutes (or part thereof) will be incurred.

**Administering of Medication and Allergies- Please refer to The Westgate School Administering of Medication and Allergies Policy on the website**

**First Aid and Accident Reporting – Please refer to The Westgate School First Aid and Accident Reporting linked Policies on the school website.**