

Avon House School

Wraparound Care Procedures



**CELEBRATING & SUPPORTING
EVERY CHILD**

**February 2025
To be reviewed Summer Term 2025**

Wraparound Care Managed Plan (Whole School including EYFS)

Avon House Preparatory School understands the demands and challenges of modern-day schedules and how extended hours can be hugely beneficial to working parents. We are committed to offering a nurturing and enriching environment that extends beyond the traditional school day.

Breakfast Club 7:30am – 8:10am

Breakfast Club is staff internally. Parents drop the children off at the main School gate and pupils meet in the Activities Room from 7.30am. The gate bell is used to notify staff to collect the children in the Breakfast Club. Breakfast, provided by Thomas Franks, the school's catering company, is served until 7.50am. A Breakfast Club menu is available and the staff are aware of any allergy, medical and dietary requirements. This service is chargeable via ParentPay.

Name of staff on duty	Qualification
Mrs Chambers	BA HONS
Miss Dade	NVQ 3

Foundation 2, Pre-Prep and Prep pupils are allowed into the playground at 8.00 am once Breakfast Club staff have ensured the duty teachers are present (see Early Morning Drop Off). Foundation 1 pupils are escorted to their classrooms at 8.00 am where they are supervised by staff.

Early Risers for F1-Year 6 7:45am – 8:00am

This session operates on a termly basis, 5 days a week with a non-refundable cost. Pupils arrive via the main School gate, where the same process as Breakfast Club is followed however food is not served.

Daily Mile 8:00am – 8:15am

This opportunity is available to pupils in Years 2 to 6, who are able to arrive at school by 8:00 am. Pupils enter via the main School gate and proceed to The Woodford Wells to participate in the Daily Mile which is supervised by staff. Pupils are only allowed to take part in the Daily Mile if they are wearing trainers. On days when the weather is inclement, the activity takes place in the School Hall, where the pupils engage in circuit training, again supervised by staff.

Early Morning Drop Off 8:00am onwards

Members of the senior team are on duty outside the front of School to facilitate a safe drop off. F2, Pre-Prep and Prep pupils are supervised in the playgrounds by duty teachers until the school bell is rung. F1 pupils are taken to their classroom where they are supervised by staff.

Tea Timers 3:30pm until 6:00pm

This takes place in the Activities Room. Children are registered on arrival. The registers are produced by the School Office and collected by Tea Timer staff daily from the office with annotation of any changes.

Before they are taken to Tea Timers, EYFS children are taken to the toilet. EYFS pupils arrive to Tea Timers at 3:40pm.

At 3:40pm, F1 and F2 pupils staying after 4.30pm are given a fruit snack. They have art activities, interactive whiteboard games and themed play until 4.30pm.

Pupils in Years 1-6 are expected to complete homework, reading, spellings and times tables. Prep homework is either done on their Chromebooks or in their homework books.

At 4.30pm, allocated children are dismissed via the Year 2 Herons classroom door. Children that have finished clubs are brought by members of staff to be registered via the Activity Room door.

Any pupil not collected at the allocated time will be recorded in the Tea Timers late log and an appropriate charge will be applied.

Tea Timers staff on duty	Qualification
Mrs Chambers	BA HONS
Miss Dade	NVQ 3
Ms Hilaj	Assistant
Mr Woods	Assistant

We operate a minimum ratio of one adult: eight children in respect of EYFS pupils and would call in additional school staff when necessary.

A sandwich, fruit and drink are served to pupils staying until 5.00pm; supper, yoghurt, fruit and a drink are served for pupils staying until 6.00pm. The food is provided by Thomas Frank, the school's catering company, and a Supper Menu is available. Tea Timer staff have a list of all pupils attending along with emergency contact details and medical/dietary details.

A senior member of staff is on duty each evening until all the pupils have left the premises and cares for any pupil not collected by 6.00pm. A copy of the duty rota can be found in the Activities Room. If a pupil is not collected by 6.00pm, the parents are contacted without delay and if they cannot be reached by 6.15pm, staff will contact Redbridge Social Services for further advice or the police.

There will be a late charge applied on pupils who are not collected by 6:00pm.

Senior member of staff on duty	Days of the week
Mrs Campbell	Monday
Ms Lewis	Tuesday
Mr Manning	Wednesday
Mrs Telling / Mrs Tant	Thursday
	Friday

Parents wishing to contact the Tea Timer staff should telephone the School Office until 5.00pm, after which time they should use the mobile number provided. (07394 062599)

If there were an emergency such as road closures or an incident on the underground leading to a large number of pupils remaining on the premises after 3.30pm, additional staff would stay behind to maintain appropriate ratios and would remain on the premises until all pupils had been collected by a parent, guardian or nominated carer.

Our termly Wraparound Care charges are listed on our School website and these include: Breakfast Club, Early Risers (F1-Year 6), Tea Timers, After School Clubs and Holiday Clubs.

After School Clubs 3:30pm – 4:30pm (some are 3:30pm – 4.15pm on Mondays)

We offer a variety of after-school clubs designed to support children in a range of extracurricular activities. Some of these clubs are run by our in-house staff, while others are provided by external providers. Clubs run by staff incur no charge, for external clubs, payments are non-refundable. Parents are encouraged to book these clubs in advance to accommodate their schedules and ensure availability. Pupils who attend after school clubs and are not registered with Tea Timers, and not collected on time, are taken to the Library, any pupil not collected at the end of their after-school club will be recorded as late and appropriate charge will be applied. The School Secretary contacts the parents to collect them promptly.

Holiday Clubs 8:00am – 4:00pm

Holiday Clubs run throughout the year, dates can be viewed on the School website.

Holiday Clubs run seasonal activities that are appropriate for all ages and engage the pupils across the scheduled weeks with activities such as cookery, art, board games, puzzles and sporting pursuits. We have also engaged with companies that has been fully checked who offer specialist club / camp weeks such as a digital coding club during February half term.

Avon House staff run the internal Holiday Clubs on school premises and the appropriate staff to pupil ratios are maintained at all times. A senior member of staff with a Safeguarding Level 3 qualification is on call for the duration of the club. Holiday Club staff are given a list of who is Safeguarding Lead and how to contact them as well as a list of all pupils attending along with emergency contact details and medical/dietary details if applicable.

Parents can book these clubs well in advance to support their working schedules and can be whole week or occasional days.

Payments

Payment for regular use are made termly in advance and bills for occasional use are raised in arrears. Parents are asked to settle all payments to the various clubs using the ParentPay system in place for sundries. Any families with outstanding amounts of more than two months will be not be permitted to use any wraparound care until the payment has been made.

Penalty charges will be applied for late collections for every 15 mins that a late collection applies to. Any pupil collected late will wait in the library and charged at the same rate accordingly.

All staff working in Wraparound Care have a paediatric first aid qualification and risk assessments will have been carried out and be made available to all participating staff. There is also a First Aid box located in the Activities Room. A senior member of staff is always on duty during these weeks should they be required.

Accidents, injuries and incidents are dealt with in accordance with the First Aid Policy.

Children who attend Breakfast Club, Tea Timers and Holiday Clubs should be polite to staff and behave in line with the school Behaviour and Discipline Policy if they are to attend these facilities. Any child who does not behave appropriately will not be allowed to attend.

If the Government imposes any restrictions on out of hours care provision, the school will comply with these. This cross-references with the Wraparound Care and Holiday Club sections on the School website.

Review date:	February 25	August 24	September 23	January 23	August 22
Reviewed by:	AC	ZM	ZM	AC/NB	AC