



Co-op Academy
Woodslee

Beyond The Bell Policy Wraparound Care

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Beyond The Bell Wraparound Care Policy

Co-op Academy Woodslee

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1. Aims and Expectations of all stakeholders

Co-op Academy Woodslee is pleased to provide the children of our academy the opportunity to attend Breakfast Club, After School Club and Holiday Club. Our wraparound service is named Beyond The Bell, as we provide wraparound care beyond the school day hours. These clubs may be attended on a full-time or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Co-op Academy Woodslee and therefore operates in line with the academy's ethos and values and high expectations of pupil behaviour.

Beyond The Bell staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

Beyond The Bell provides a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development. Beyond The Bell is the bridge between school and home and we will do our best to make sure that our provision supports busy family life.

Co-op Academy Woodslee staff will:

- 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 health, progress 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 club events and activities through our social media channels
- Maintain a professional relationship with all families and comply with the Co-op Academies Code of Conduct.

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the Co-op Ways of Being
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep the club tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS – We will:

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by a named adult (over the age of 18)
- contact the academy if our child is going to be absent from a session
- contact the academy promptly if there is a change in adult arrangements or collection times
- support and demonstrate the Co-op Ways of Being and our Behaviour Policy
- support and adhere to the Beyond The Bell Policy
- inform Beyond The Bell of any concerns or problems that might affect our child's wellbeing or behaviour
- Comply with Co-op Academy Woodslee's safeguarding systems and procedures

These expectations are included in our Beyond The Bell Admissions Form and must be signed and returned before starting either the Breakfast Club, After School club or Holiday Club provision.

2. [Admissions](#)

Beyond The Bell after school club is only available to children of academy age who attend Co-op Academy Woodslee during term time.

Beyond The Bell holiday provision is available to primary aged children 3-11 who attend other schools during holiday periods only as long as we have established that we can meet a child's individual needs.

Our staff/pupil ratios allow for 24 children to attend Breakfast Club and 32 children to attend After School Club. Additional staffing will be considered if demand requires it.

Beyond The Bell will operate a daily waiting list once the maximum number of children has been reached. Places will be offered on the day as and when spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and

cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Co-op Academy Woodslee having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

Specific Individual Needs

Where a child has a specific need/needs, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable
- The staffing levels can support the needs of the child.

LAC and vulnerable children will be given a place as a priority.

Co-op Academy Woodslee's policies apply in the same way as they do during the main academy day and during Holiday Club.

Here is the link to read these policies:

<https://woodslee.coopacademies.co.uk/about-us/policies/>

If a child presents with behaviour responses that challenge the safe and efficient running of the club, parents will be informed by the Activity Club Coordinator and a safety plan will be put in place following this conversation. If Beyond The Bell cannot meet the needs of the child, Beyond The Bell, reserve the right to remove the place.

3 [Booking \(Times of sessions\)](#)

We offer sessional childcare and education for the following:

Session Type	Start Time	End Time	Age	Cost
Breakfast	7:30am	8:40am	3-11	£6.00
After School	3pm	Monday to Friday 6pm	3-11	£10.00

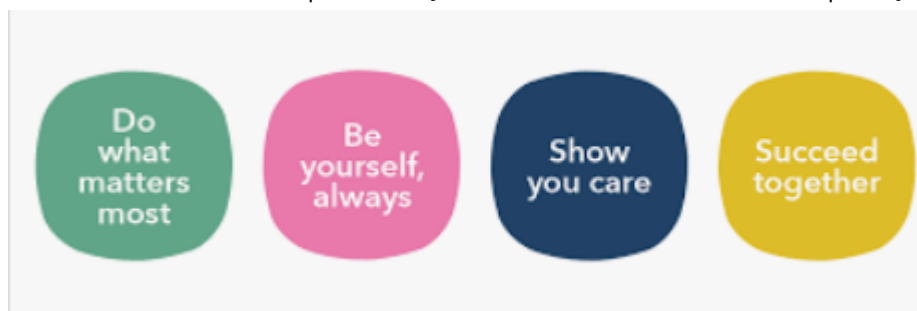
Holiday Club runs during most academy holidays, however we are closed for the last two weeks of the summer holidays and all of the Christmas holidays.

Session Type	Start Time	End Time	Age	Cost
Full Day	8:30am	All children must be collected by 3:45pm due to the site closing at 4pm.	3-11	£30.00 per day.

Beyond The Bell Sessions

Beyond The Bell is located in the Co-op Academy Woodslee's Rainbow Restaurant.

During Beyond The Bell sessions the children have the opportunity to participate in a wide variety of activities such as art and craft, cooking, dough, clay, drawing, painting, using the computer (with filtered internet access), board games, music and role-play. Children will have time to read with an adult and complete online homework such as TT Rockstars, Spelling Shed or Numbots. Although we provide a range of ideas and organise some activities, we encourage the children to make their own choices and provide the resources that are needed. We encourage a sense of belonging, cooperation, helping and looking after each other and expect everyone to demonstrate the Co-op Ways of Being.



We play outside as often as we can and children join in team games or play with a variety of outdoor equipment. Sometimes the children just want to 'chill out' with a book or chat with their friends. Sometimes they just need space to play their own imaginary and fantasy games. Every session includes a snack. Although we have a healthy eating policy at Beyond the Bell, we do have 'treats', often items that the children have prepared themselves or linked to a specific theme or time of year such as Christmas or Easter

Holiday Club

Beyond The Bell's Holiday Club provides the same facilities and freedom as breakfast and after school sessions, but each week has a theme, with some organised activities relating to it, including Forest School sessions in our brilliant outdoor spaces. The main aim of our Holiday Club is to have fun in a safe and caring environment. Old clothes are recommended because some activities can turn out to be very messy!

A snack is provided both in the morning and the afternoon but children need to bring a packed lunch with a drink. Parents can drop off their child any time from 8:30am and collect their child any time before 3:45 pm.

Booking

Bookings are to be made via the Arbor booking platform. We may not be able to provide a place in every session required at the one time but hope that you will eventually obtain all the sessions that you need.

Contacting Beyond the Bell

Phone: 0151 334 1406/ 07808248556

You can contact Miss Lucy, activity club coordinator to discuss any bookings via emailing the school office or direct at -

By email: wsle-beyondthebell@coopacademies.co.uk

Food Provision

Beyond The Bell provides snacks for your child unless directed otherwise by the parent in writing. Beyond The Bell staff are aware of the academy Food Standards and have received the required training in Food Hygiene and allergies. The Beyond The Bell team will provide food that meets the academy Food Standards.

Allergies, Intolerances and other food requirements

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us on the registration form.

We are a 'nut-free' academy site and cannot serve or allow children to bring nuts or products containing nuts into the club.

If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Fresh fruits
- Milk, juice or water

After school club will provide food options which may include cheese and biscuits, beans on toast, crumpets, pancakes, pasta, noodles, fruit and/or vegetable sticks. Water will be available along with squash.

During Holiday Clubs, we ask that all parents/carers provide their child with a packed lunch.

Sickness

All Beyond The Bell staff members are level 3 paediatric first aiders. The priority is to provide an environment where children and adults are protected from the spread of illness and infection.

This is achieved in the following ways:

- Parents are asked to telephone the school office on the first day of their child being absent with illness and give the reason.
- Parents are asked not to bring their child if they have been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Beyond The Bell staff may monitor the temperature of a child using a thermometer and call parents to collect if the temperature is too high.
- Parents will be notified immediately to collect their child if they become unwell or they develop an illness whilst at Beyond The Bell. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- Beyond The Bell staff follow the academy's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website: <https://woodslee.coopacademies.co.uk/first-aid-policy/>

Medication

Beyond The Bell is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications unless a medical form has been completed and signed by a parent or carer. Details for prescribed medication must be shared by parents on the registration form and academy staff will record on the online medication register, if a child has received any medication. Parents will also be notified of the last time of administration of medication to mitigate risks.

Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the academy with the activity club coordinator with consent of the parent/carer.

4. Fees

Fees are payable prior to booking your sessions via Arbor. We will not be able to accept any future bookings without payment. Payment of fees via Childcare Vouchers is accepted

We have a grace period of five minutes free of charge in the after school club, however a charge of £10.00 per 15 minutes will be added to your Arbor account.

If you cancel a confirmed Holiday Club booking with less than 3 clear working days (Mon-Fri) notice, you will incur full payment of fees.

How to pay

Parents will be required to register for Wraparound care on the Arbor app, if they do not currently have one. (Please speak to the academy office for more information about this system.) Bookings can be made session by session or as block bookings once your account has been credited.

Sessions can be booked at any time online and places are subject to availability. It is therefore recommended that parents do not rely on 'same day' bookings. No same day bookings will be accepted unless of an emergency.

Refunds will be given if the academy initiates an activity such as an academy trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account.

The academy will endeavour to give parents and carers as much notice as possible regarding these activities.

If you no longer require the use of Beyond The Bell e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Activity Club Coordinator.

Childcare Vouchers

Childcare vouchers can be used for Beyond The Bell. Please contact Miss Lucy either by phone on 07808248556 or by email wsle.beyondthebell@coopacademies.co.uk to inform us of your provider, so arrangements can be made.

5. Child Protection and Safeguarding

Safeguarding

We use CPOMS to log concerns. Here is our Safeguarding Policy for reference on our procedures:

<https://woodslee.coopacademies.co.uk/safeguarding-and-child-protection-policy/>

The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead is usually onsite every day until 4pm and is contactable via mobile during Holiday Club periods.

Arrival and Departure

Beyond The Bell operates a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending these clubs.

Children of all ages must be dropped off by an adult or person over 18 years of age at the Beyond The Bell main entrance on the KS2 playground by the squirrel mural.

Arrival at Breakfast Club

Children can arrive at Breakfast Club from 7:30am. At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be cross-referenced by the activity club coordinator for pupils in attendance at that session against the online bookings made.

Pupils who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid.

Departure from the Breakfast Club into the academy day

Children will be released from the Rainbow Restaurant by the Breakfast Club staff at 8:45am, EYFS children with Miss Barker and Connect children with Miss Cobain, are escorted to their classrooms. KS1 children will be escorted with Miss Griffiths. Miss Lucy will release the Y3-6 children to class.

After School Club

Arrival to Club

EYFS children will be taken to the Rainbow Restaurant by Miss Barker and Connect children will be taken by Miss Cobain, where they will be registered. KS1 and KS2 pupils will be brought to the Rainbow Restaurant by their class teacher when they finish their school day at 3:15pm.

Children attending extra-curricular clubs (run by external staff) will be escorted to Beyond The Bell by the extra-curricular club leader.

If a child has been booked into After School Club, parents/carers must inform the academy by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child.

If a child has been brought to the After School Club and they are not on the formal register, Academy administration staff must contact parents to distinguish their whereabouts as this is a safeguarding issue. Children must remain with their class teacher. Failure to contact parents after 15 minutes will result in our Designated Safeguarding Lead calling Integrated Front Door.

Mobile Phones

Our staff follow the Co-op Academies Trust Acceptable Use policy. Children are increasingly using mobile phones as a way to communicate with their friends and families, particularly if the child is in Year 6 and making their own way home. During school time, these phones are switched off and locked in the office.

At breakfast and after school sessions, mobile phones are to be given to the club staff and they must be switched off.

During Holiday Club sessions, mobile phones are not permitted or required as children are to be collected and dropped off at the academy by an adult.

Non-Arrival for After School Club

In the event of a child not arriving during this time the following procedures will be put into place:

- The activity club coordinator will contact staff from the relevant class, clubs and the academy office to ascertain attendance at academy that day.
- The office staff will contact the named Parent to ascertain the whereabouts of the child.

Departure from After School Club and Holiday Club

The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and academy staff.

Children must be collected promptly at the end of their session by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 18 years.

When collecting your child from the school building please use the doorbell to gain the attention of a member of staff, your child will then be brought out to you, please wait outside by the entrance for your child unless invited in by a member of staff. Parents are not permitted to enter the school building.

For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.

For the safeguarding of your child, the academy reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a member of staff or the academy office or in written form e.g. a signed note or email to the academy office.

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The manager must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the manager will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

Non-Collection of a Child from After School Club

In the event that a child is not collected from After School Club after school or Holiday Club by the end of the session, the staff should:

- Establish if a message (email/mobile phone) has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the communication.

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established the staff must contact other authorised collectors from Arbor.

The staff must inform the Designated Safeguarding Lead.

After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Designated Safeguarding Lead will make the decision to contact social care.

Contacting Beyond the Bell

Phone: 07808248556

You can contact Miss Lucy, Activity Club Coordinator between the hours of 7am - 6pm Monday - Friday on the mobile number above. Out of these hours, please contact her via email.

By email: wsl-beyondthebell@coopacademies.co.uk

