

# **TEACH TRUST**

## **Wrap Around Care**

### **Policy for Parents**

#### **(Buddy Club)**



# After School Club (Buddy Club) Online Booking Policy for Parents/Carers

## Statement of Intent

Our vision is to promote the love of learning in order to maximise the life chances of every child in our Trust. Through nurturing, high expectations and skilled teaching, we will have a lasting and positive impact on our local and wider community.

Under the Equality Act 2010 and the Public Sector Equality which came into force in April 2011, the Trust has due regard, to the need to eliminate discrimination and other conduct, advance of opportunity and to foster good relations.

All our Trust schools are Gold Rights' Respecting schools. By becoming Rights' Respecting schools, we have adopted a coherent values framework which shapes the ethos and curriculum of the school. In our learning, teaching, action and word, we recognise and support the rights of all children, and celebrate diversity. This and our core values of trust, excellence, aspirations, collaboration and honesty underpin our educational provision. This enables us to improve self-esteem, enhance moral and academic development, improve relationships and behaviour, reduce prejudice, and develop global citizenship.

## Introduction

A Wraparound Childcare service (Breakfast Club and Buddy Club) is provided at selected schools within our Trust, for both morning and after school sessions. These sessions are booked directly through Schoolcomms at [www.schoolgateway.com](http://www.schoolgateway.com).

## Registration, Payments and Bookings

- A completed registration form and declaration form will be required for all children using the wrap around care service.
- All sessions will need to be paid for **in advance and in full** at the time of booking with the exception of Childcare Voucher and Government Tax Free Childcare scheme payments as these are administered in School Comms by the school.
- We **DO NOT** accept cash or cheque payments; all payments should be made online via School Comms (The school office will provide you with a log-in for this facility, if required).
- Payment can also be made via the **Government Tax Free Childcare Scheme** (subject to eligibility criteria). In order to use this method of payment, you will need to register with HMRC and set up a personal account. HMRC will then process your payment and pay the school directly. When paying via the Tax-Free Childcare scheme please can you email your child's name, school, payment reference code, amount paid and whether it is for our breakfast club or afterschool club provision to [buddyclub@teachpoole.com](mailto:buddyclub@teachpoole.com) to enable our finance team to credit your payment to your child's Schoolcomms account.

- Payment can also be made using **Childcare Vouchers** through your employer. Registration numbers for your child’s school are outlined in the table below. Once set up the childcare provider will pay the schools direct.

	Ad Astra Infant School	Canford Heath Infant School	Haymoor Junior School	Canford Heath Junior School
Kiddivouchers	HaymoorJ	CHIS	HaymoorJ	CHIS
Edenred	P21113546	P21113562	P21113546	P21113562
Co-operative	85120514	85120514	85120514	85120514
Care 4	11410713	18482070	11410713	18482070
Sodexo	906720	906716	906726	906728
Computershare	0024246793	0024246793	0024246793	0024246793

- If you are paying by Childcare Vouchers you will need to ensure that your account has a zero balance by the end of the academic year (July). This may require you to make an additional top up payment via your School Comms account if a voucher payment will not be received in time. Payments cannot roll over into the next academic year.
- Please allow 7 days from when you make the Childcare Voucher payment or the Tax-Free Childcare payment to allow enough time for the money to be paid into our bank account and for our finance team to credit your child’s account before making a booking.
- Where possible please split your voucher payments into before and after school sessions, annotating in the reference field which session the payment relates to, along with your child(s) first and surname.

### Terms and Conditions

1. Buddy Club runs during term time only and is closed during holidays and “INSET” (training) days.
2. The Buddy Club Registration and Declaration Forms must be completed before a child can be accepted into Buddy club.
3. All spaces are subject to availability and will be allocated on a first come first served basis. Please note that spaces are limited.
4. Bookings are non-transferable and non-refundable. Payment will still be required for booked sessions even if your child does not attend e.g. sickness, goes on a play date, has a medical appointment etc. These **WILL NOT** be refunded.
5. Homework Club and Short Buddy Club finish at 4.30pm. If you are going to be unavoidably late, it is important that you contact us as soon as possible, so that arrangements can be put in place. We reserve the right to charge for a Full Buddy Club session if you are more than 10 minutes late to collect.
6. Full Buddy Club closes at 6pm. There is no facility for an extension to this time. If you are going to be unavoidably late, it is important that you contact us as soon as possible, so that arrangements can be put in place. We reserve the right to impose a late collection fee of 50 pence per minute in order to cover the additional costs of staff time for having to stay after their contracted hours. Persistent late collection will result in your space being cancelled.
7. There will be no refund/discount for early collection of your child at any one of the three clubs on offer.

8. Buddy Club fees will be reviewed annually. Sessions must be booked and paid for online, in advance, using the School Gateway system at [www.schoolgateway.com](http://www.schoolgateway.com), and will operate on a first come first served basis. Failed payments may result in the removal of specific payment facilities on your schoolcomms account and your space may be cancelled. For Apple and Android supported phones, a free App is available to download.

9. You will be able to cancel or amend your online bookings up to 3 days prior to the session taking place with no charge, **however please be advised** that the online booking system will 'lock' 3 days prior to the booking taking place to allow us to organise our staffing, resources and catering-requirements and you will not be able to amend or cancel the booked sessions after this timeframe. You will still be charged for these sessions. Requests to change or cancel confirmed bookings must be made in writing via email to [buddyclub@teachpoole.com](mailto:buddyclub@teachpoole.com)

10. During Full Buddy club, we will serve a light supper, which will be nutritious and filling, such as beans on toast, jacket potatoes, soup, pizza, pasta, and fresh fruit. Squash and water will also be provided. The menu will vary each day.

11. Contact details and medical/allergy information must be submitted to the Buddy Club leader before a child is able to attend, and kept up to date thereafter. Contact names and numbers must be valid for the time that your child is at Buddy Club.

12. Staff reserve the right to exclude children from the club if their behaviour is considered unsafe. Parents will be informed if a problem has arisen.

13. We reserve the right to withdraw any booking made if a parent or a pupil is repeatedly not adhering to the school values, rules and policies.

14. No child is to attend Buddy Club without a prior booking being made. In the event of an emergency, you will need to contact Buddy Club directly to check availability and make payment on the same day, if available.

15. Early Years children will not be able to join Buddy Club until after the first half term of the Autumn term. This is in order to allow them time to settle into their new school before an extended day.

## Wraparound Care Policy

### Equality Impact Assessment

Question	Response	
Which relevant groups and stakeholders have been consulted with in relation to this policy?		Please tick
	Pupils	
	Trustees	
	Staff	
	Parents/Carers	
	Local Authority	
	Trade Unions	
	Other Advisors (give details)	
What are the arrangements for monitoring and reviewing the actual impact of the policy?	Termly	
	Annually	
	When applied	
	If legislation changes	✓
	If a formal complaint	

<b>Characteristic Group</b>	<b>Is there a potential for positive or negative impact?</b>	<b>Please explain and give examples of any evidence/data used</b>	<b>Action to address potential positive/negative impact (e.g. adjustment to the policy)</b>
<b>Disability</b>			
<b>Gender reassignment</b>			
<b>Marriage or civil partnership</b>			
<b>Pregnancy and maternity</b>			
<b>Race</b>			
<b>Religion or belief</b>			
<b>Sexual orientation</b>			
<b>Sex (gender)</b>			
<b>Age</b>			
<b>SEN</b>			
<b>Vulnerable</b>	✓		Childcare voucher - £50 PP money can be used. School to provide a designated person to help with this process.
<b>Traveller, migrant, refugees and people seeking asylum</b>	✓		
<b>EAL</b>	✓		