**TEACH TRUST**

**Wrap Around Care Policy for Parents**





**After School Club (Buddy Club) Online Booking**

**Policy for Parents/Carers**

**Statement of Intent**

Our mission is to promote a 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.

Our Vision

The TEACH Trust supports our children to become empowered citizens that make a meaningful contribution to society. Our curriculum reflects our locality and all it offers and aims to educate all children in matters which affect humanity in the wider world: these include all matters that relate to the climate and the world around us, such as climate change; the importance of respecting and celebrating the importance of equality and diversity; and being responsible global citizens.

We have the highest aspirations for our children: the broad and balanced curriculum promotes learning, provides cultural capital and supports spiritual, moral, social and cultural development. The Rights Respecting Gold awards and Anti Bullying awards reflect some of many ways in which education for character are integral to the work of our schools and highlights our focus on the children’s personal development.

We aim to inspire our children to be socially conscious individuals who make a difference to the world. All our children secure the key learning and skills they will need to become lifelong learners and gain employment. Our ultimate aim is to improve all our children’s life chances and prepare them to thrive in their future lives.

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

**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.

**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 SchoolGateway by the school.
* We **DO NOT** accept cash or cheque payments; all payments should be made online via SchoolGateway. (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, buddy club 1, 2 or 3 to finance@teachpoole.com to enable our finance team to credit your payment to your child’s SchoolGateway 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 at the end of the school year your child’s account in SchoolGateway is in credit, the credit will roll over to the following year for you to use. If you do not want this to happen please contact [finance@teachpoole.com](mailto:finance@teachpoole.com). Please note that if any credit is from payments via the Government Tax Free Childcare Scheme or from Childcare Vouchers the refund will need to be made back to them and not directly to you.
* 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. 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.

5. 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.

6. There will be no refund/discount for early collection of your child at any one of the three clubs on offer.

7. 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**, and will operate on a first come first served basis. Failed payments may result in the removal of specific payment facilities on your SchoolGateway account and your space may be cancelled. For Apple and Android supported phones, a free App is available to download.

8. 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, cancel or transfer the booked sessions after this timeframe.** You will still be charged for these sessions even if your child does not attend e.g. sickness, goes on a play date, has a medical appointment etc. **In exceptional circumstances, r**equests to change or cancel confirmed bookings must be made in writing via email to [**buddyclub@teachpoole.com**](mailto:buddyclub@teachpoole.com)

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. Early Years children will be able to attend Buddy Club as soon as they begin their first full week of full-time education.

Reviewed January 2023

**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 | √ |

|  |  |
| --- | --- |
| **Does the policy affect one group less or more favourably than another on the basis of:** | **Y/N** |
| Disability | N |
| Gender reassignment | N |
| Marriage or civil partnership | N |
| Pregnancy and maternity | N |
| Race | N |
| Religion or belief | N |
| Sexual orientation | N |
| Sex (gender) | N |
| Age | N |
| SEN | N |
| Vulnerable | N |
| Traveller, migrant, refugees and people seeking asylum | N |
| EAL | N |

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments/Actions** |
| **Is there any evidence that some groups are affected differently?** | **N** |  |
| **If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?** | **N/A** |  |
| **Is the impact of the policy likely to be negative?** | **N** |  |
| **If yes, can the impact be mitigated by taking different action?** | **N/A** |  |