



Robins Wraparound Care

Robins Wraparound Care provides high quality out-of-school hours' childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment, within our ethos of promoting "spiritual, moral, cultural, social, mental and physical development." The club aims to support parents by providing opportunities to support completion of homework and themed activities to enhance children's experiences. The club will be run by staff from the school.

Before school the provision operates from 7.30 a.m. - 8.55 a.m. and after school, 3.30 p.m. - 6 p.m., during term time.

Admissions

- Only children attending St. Laurence Catholic Primary School are eligible to attend.
- All places are subject to availability.
- A Robins Wraparound Care Provision booking must be completed prior to the child's commencement at Robins Wraparound Care.
- All parents will receive a paper copy of this agreement and this agreement is available to view via our school website.
- Non-contracted pupils are welcomed to use Robins Wraparound Care, provided there are spaces and parents/carers have previously completed a Robins Wraparound Care Provision booking.
- All Robins staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Before school:

- Parents/carers must drop their children at the school office.
- Robins staff will take a register of all contracted children.

Departure:

- UKS2 children will be allowed to join the playground from 8.50 a.m.
- YR, KS1 and LKS2 children will be taken to their classes at 8.55 a.m.

Robins: Before School Provision

Arrive from 7.30 a.m.	Breakfast will be available from 7.30 a.m. - 8.30 a.m.
7.30 a.m. - 8.30 a.m.	Free play
8.30 a.m. - 8.45 a.m.	Quiet time
8.50 a.m.	Pupils start to join their classes

After school:

- Class teachers or TAs will deliver children, directly, to Robins.
- Robins staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure:

- When a child is collected at the end of or during a session, they must be signed out by a parent/carers or named collector.
- The parent/carers or named collector can collect the child from Robins (located in the ERB space) by ringing the bell and alerting Robins' staff.
- Parents/carers must ensure that any person who may collect their child is listed on the data collection form and that it is kept fully up to date.
- Parents must inform Robins staff if their child is going to be absent from Robins by phoning the school office or emailing:
robins@stlaurence.cambs.sch.uk

Robins: After-School Provision

3.30 - 4 p.m.	Reading/Homework supported by adults in the room.
4 - 4.30 p.m.	Snack Time
4.30 - 5 p.m.	Themed activity
5 - 6 p.m.	Free play

Examples of themed activities

Theme activities	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Monday	Yoga	Bug hunt	Pond dipping	Football	Sewing	Clay craft	Football skills
Tuesday	Bracelet making	Basketball	Chrome books song maker	Willow garden	Painting	Create your own colour wheel.	Dance
Wednesday	Board games	Mindfulness colouring	Create a catapult using lolly sticks/elastic bands	Messy play (shaving foam/sand)	Playground gym	Computer coding	Junk modelling
Thursday	Chrome books (hit the button/active learn)	Making ice lollies	Pasta necklaces	Quiz trivia	Jigsaw puzzles	Playground games- stuck in the mud/duck duck goose	Bug hotels (plastic bottles)
Friday	Fruit salads	Chalk drawing on the playground	Sensory walk	How to draw session	Parachute games	Film club	Learn how to draw X

Examples of free-flow activities

Lego	Phonics games	Maths games	Geography (digi maps/atlasses/globes)	History Topic box with artefacts and books to look at/curriculum visions	Creative table (colouring/drawing)	Beebots
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Behaviour

Whilst attending Robins, children are expected to follow the school ethos and rules. The school's Behaviour and Relationships policy applies at all times, including the rewards and sanctions. Children will be expected to be Ready, Respectful and Safe.

First Aid

The school's First Aid and Administration of Medication policies apply. Parents/carers of any child who becomes unwell, during their time in Robins, will be contacted immediately. If a child is sent home during school hours, the school office will inform Robins of their absence.

Uncollected children

If a child has not been collected by 6 p.m., parents will be contacted, in the first instance, by telephone. The additional contacts, parents have provided, will be telephoned in the second instance.

If there is a problem, please let the us know as soon as possible using the email robins@stlaurence.cambs.sch.uk or calling the school and leaving a message on the answering machine and we will ensure that your child is looked after until you arrive.

Our staff are employed until 6 p.m. If you do not collect your child by this time, there will be a late charge of £15 for every 15 minutes after 6 p.m. (per child). This charge will be necessary to cover the costs of staff working beyond 6 p.m.

We would ask that you ensure that you collect your child in a timely manner, every day, so that this does not occur. If you repeatedly collect your child late, we will not be able to continue to offer the service to you.

Booking details

Robins operates a booking system that is based on a first come first served basis and with priority given to those requesting full time places and siblings. To reserve a place, parents/carers must complete a booking via Arbor.

Any amendments can be made by contacting us via email at robins@stlaurence.cambs.sch.uk Children will not be accepted in Robins unless these forms are satisfactorily completed and received by the Team. Once a booking has been completed, a place will be allocated via Arbor. If there is no availability, you will not be able to make a booking.

When completing a booking, you are signing a contract for Robins Wraparound Care and you will be charged by the school, weekly, in advance. You must book weekly in advance, to secure your space, or have a regular booking which will remain until you make any changes.

Ad hoc Bookings

These may be allowed during emergencies and exceptional circumstances for those children who are contracted to Robins, only, and after discussion with the school office/Robins Team. This is an exception to the rule.

Payments

Payments are made online via Arbor.

The cost will be £12 per session for after school provision. Morning sessions will be charged at £6. The full amount is payable for each session even if your child arrives late or leaves early for any reason.

If your child is unable to attend Robins, for any reason, no substitute bookings or refunds will be made.

To ensure that the club is sustainable we will be asking parents to pay weekly, in advance. All forms must be completed and payment received prior to your child starting at Robins. Once you have booked and paid for your child/ren's place, it will be non-refundable.

We are registered to accept tax free childcare vouchers and understand that these are paid monthly. Please send us a screenshot, to confirm your use of these vouchers. The screenshot should be sent to robins@stlaurence.cambs.sch.uk.

Cancellation

If you decide that you no longer require a place for your child, you must give at least one week's written notice, to the school office either in letter form or via email. During this time, the place will be open to you and you will be charged. If on the day you need to cancel your place at Robins, please collect your child via the office, do not collect them from Robins or the classroom.

Late Payment

Payment is due prior to your child attending the club. Payments will need to be made in full, by each Wednesday, for the following week. If you haven't paid, your child will not be permitted entrance to Robins provision. Payment by childcare vouchers will be accepted monthly.

We realise exceptional circumstances may occur and are happy to discuss those to avoid a loss of service.

School Closure

If for any reason there is a school closure, we will endeavour to contact you as soon as possible via e-mail or via telephone.

Related School Policies:

Robins Wraparound Care is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

- Safeguarding and Child protection policy
- Equal opportunities policy
- Health and Safety policy
- First aid and administration of medicines