



Trinity Oaks

CofE Primary School

Treetops Wraparound Care Policy and Procedure

Person responsible:	Mrs Tamzin Marsh
Committee responsible:	Resources
Status:	Recommended
Review cycle:	Annual
Date adopted:	Autumn 2023
Date of next review:	Autumn 2024
Published on website	Yes

Vision: Where acorns flourish into mighty oaks. (Isaiah 61:3 – They will be oaks of righteousness)

Mission: Rooted in God’s love and Christian values, we are a school who treasure each individual, enabling them to flourish and achieve.

Values Statement: *We are **thankful** for the uniqueness of everyone in our community, created in God’s image, fostering relationships with integrity rooted in God’s love. We value and **respect** all people in our community. Our pupils, staff and families work together with **kindness** and **compassion**. to support each other. We are **resilient** learners who recognise that perseverance and risk-taking is the key to our **aspirational** goals and successes.*

Values:

Rooted in love, we are.....

Respectful – interactions with others (Matthew 7:12)

Kind and **Compassionate** – displaying integrity towards others (Galatians 5:22-23) / interactions with the world around us and the community in which we live (Ephesians 4:32)

Thankful – being grateful for what we have the privileges that we are afforded (1 Thessalonians 5:16-18)

Resilient – risk takers, perseverance (Philippians 4:13)

Aspirational – aiming high, being the best, we can be (Ecclesiastes 10:7)





Introduction:

Treetops wraparound care at Trinity Oaks exists to provide high quality out-of-hours childcare to support parents and carers. The club provides a range of engaging and creative activities in a safe environment, led by qualified and professional school staff. Treetops is open to any children who are on roll at Trinity Oaks Primary School, from Nursery to Year 6.

Breakfast at treetops operates from 7.45am – 8.40am and Teatime at Treetops operates from 3.10pm – 6.00pm during term time only. Please note that timings for Teatime at Treetops may vary on the last day of term when the school finishes early.

Breakfast at Treetops includes a breakfast – choice of cereal and/or toast with spread, plus juice/milk. Children should arrive before 8.10 am if they want to have breakfast at school.

Teatime at Treetops includes a snack (such as wrap, beans on toast, pasta) which is served from 4.10- 4.40pm. Parents should either collect their child before 4.10pm or after 4.45 pm.

Current costs (for the 2023-24 academic year) are:

Breakfast club £6 per child and £5 for any siblings

After School club is £13.50 per child

Additional information can be obtained from the office staff, any queries can be directed to admin@trinityoaks.surrey.sch.uk.

All parents/carers must complete the registration form for each child attending Treetops where you will then be given information on how to sign your child up and pay for sessions using Tucasi. Registration is free and children do not need to be re-registered each year. However, parents must update the school of any changes to the information provided.

We do accept payment with childcare vouchers and the Government tax-free childcare scheme. Once registered, you can make block bookings in advance or adhoc bookings for certain days – as the need arises.

You will be expected to pay for sessions in advance of sending your child to Treetops or contact the School Business Manager to apply childcare vouchers.

Objectives:

We aim to provide -

A safe, happy environment after school, with a variety of activities appropriate for age groups Nursery to Year 6 (aged 3-11 years).

Provide the staff with the knowledge and training required to provide excellent care of the children.

Give children the opportunity to continue their education in a fun way.

Give children a broad and stimulating range of experiences both intellectual and physical.

Free choice of a range of activities

Help children improve their social skills and develop good manners.

Terminology:

Breakfast at Treetops - BFTT

Teatime at Treetops – TTT

Staff:

Staff working in Treetops are appointed and employed by Trinity Oaks Primary School and have full DBS clearance. In addition to the statutory safeguarding training, they have First Aid training, as well as certificates in food hygiene.

Manager – Mrs Claire Woodings

Play worker – Ms Hannah Hughes

Contact information:

Email: admin@trinityoaks.surrey.sch.uk

Phone: 01293 776935 ext: 9

The club comes under Trinity Oaks OFSTED registration.

Fees:

For the 2023-2024 academic year:

BFTT - £6 per child and £5 for any siblings

TTT - £13.50 per child

These fees will be reviewed annually in light of Treetops' financial position, its future strategic plans and any other broader economic or social considerations that are deemed relevant by the school leadership.

Payment:

Parents must advise the school in the registration form if they intend to pay with childcare vouchers or tax-free childcare. The settings for booking places reflect this and will enable them to book places showing a debt on their child's account. They should arrange a transfer in vouchers to the school and email

admin@trinityoaks.surrey.sch.uk with the details. Once the money is cleared in the school's bank account, the Business Manager will put that credit onto the child's account.

Parents not using childcare vouchers, will need to credit their account using a card. Once their child's account is in credit, they can book sessions for their child.

Parents/carers are encouraged to speak to the School Business Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardising their child's place at the Club.

Children of staff who work at Treetops are able to attend a session when their parent is working free of charge. Parents (staff) will have to pay for sessions for their children whilst they are not working at Treetops at a discounted price, which will be in agreement with the Headteacher.

Booking information:

In order to access the Treetops booking system (Scopay, delivered by Tucasi), parents must register each child. Any children already registered for Treetops Breakfast Club have automatically been registered for Treetops After-school club and have been given access to the booking system. Any parents who have not previously registered their children for Treetops Breakfast Club will need to complete a registration form. There is no cost to register and no

obligation to use Treetops. You can book regular sessions, or on a very occasional basis. However, the booking system is only available to those children for whom we have a completed form.

You can send back a registration form at any time (either in person to the school office or by emailing admin@trinityoaks.surrey.sch.uk). However, the manual input required means this is not an instant process, please ensure that you give at least 2 working days to process any admissions.

Places will be allocated on a first come, first serve basis. Please note that there are maximum numbers and once a session is full, no further bookings can be added. This is to ensure that adult:child ratios are not exceeded and we can provide the best care for your children.

More information about how to use Tucasi will be sent to those parents who have registered for Treetops. To offer maximum flexibility, and cater for last-minute emergencies, places for Breakfast at Treetops can be booked up until midnight the night before. Places for Teatime at Treetops are available to book until 2pm that day.

You will need to put a credit on your account to order sessions. If you later realise that you do not need a session, you will not receive a refund, but could move the session to a different date. You simply go into the day and choose 'no session for this day' and your child's account will be credited. This means the credit will sit on your child's account to be used for another booking, but will not be refunded to your card. If your child simply does not attend, there will not be a refund, as that place was not available for another child.

Capacity:

The Early Years Framework determines ratios and qualifications for any Early Years providers. This varies dependent on the setting. For children aged three and over, the ratio is one adult to 13 children in a nursery setting with a teacher. For registered provision without a teacher, the ratio is 1:8 and at least one member of staff must hold an approved level 3 qualification.

However, for before and after-school care and holiday provision for children who normally attend a maintained school, ratios are determined by the school, dependent on the activities planned for children Reception age and above.

At Trinity Oaks Treetops we have a capacity for 26 children from Nursery to Year 6.

Capacity could increase with more staff if demand necessitated it.

Whilst every effort will be made to accommodate pupils up to these numbers there may be circumstances (for example staffing availability or recruitment pressures) where numbers have to be temporarily reduced and new bookings will not be accepted until staffing levels are back to the required number. Parents must make enquiries with the School Office whether there is capacity to meet their requirements

Ad Hoc bookings may be booked as space permits, but this will only be available to those parents who have completed a registration form and agreed to the terms and conditions.

Registering for the club does not guarantee that spaces are or will be available.

Waiting Lists:

We do not operate a waiting list – places are booked on a first come first served basis. However, if you are unable to book a slot please contact the School Business Manager, who will then evaluate the need to add more staff to increase capacity.

Arrival and Departure

Breakfast at Treetops:

Parents must bring their child/ren to the officer foyer where they will be greeted by a staff member and registered. There is a bell to the left as you come through the main door to press to ensure someone in the club hears you.

Breakfast will be served between 8.00 – 8.15am – if you wish your child to have breakfast then please ensure that they arrive before 8.10am.

Food from home is not permitted to be served in Treetops – this is to ensure that all food items are nutritious and do not pose a threat to others with allergies.

Children will be escorted to their classes for the beginning of the school day.

Teatime at Treetops:

EYFS and Key Stage One children will be collected by Treetops staff from their classrooms. Key Stage two children are permitted to walk to Treetops once they have been released by their class teacher – please ensure that all Key Stage 2 children know when they are expected at Treetops. All teachers will receive a register when bookings close at 2pm. A register will be taken at 3.15pm.

Teatime will take place from 4.10pm – 4.50pm, where all children and staff will go and eat together – family style. **Where possible please do not pick up during this time as staff and children will be in the kitchen.** Food from home is not permitted to be served in Treetops – this is to ensure that all food items are nutritious and do not pose a threat to others with allergies.

Pick up from treetops – please ring the bell in the foyer (to the left of the door as you come in) and wait for a staff member to bring your child to you. You will be asked to sign your child out. Staff members will be able to speak briefly with you during pick up but if you do need a longer conversation, please send a Studybugs message to Mrs Woodings who can address any questions or concerns.

Uncollected children:

If a child has not been collected by 6.00pm, parents will be contacted in the first instance by telephone. Then additional contacts that parents have provided will be telephoned. If these contacts are unavailable the school will follow its late procedures which may involve contacting the police and social services.

The club manager has the right to make a late collection charge, based on repeated late collection after 6pm, calculated at £5 per 15 minutes or part thereof. Charges are added to your Tucasi account and must be paid within a week in full.

If late pick up persists then your child's place in the club may be withdrawn.

On the last day of each term, when school closes at 1.30pm, the Teatime at Treetops session will run from 1.30pm - 4.30pm.

Food and allergies:

Please refer to the menu on the website for information on afternoon tea provision.

Please note we are a nut-free school. Treetops staff will refer to information provided on your child's registration form about your child. It is very important that you keep your child's details on food allergies and intolerances up to date by telling the school office of any changes

Breakfast will be served between 8.00pm – 8.15pm and Tea will be served at around 4.10pm.

Please bear these times in mind when dropping your child off or collecting them, as timings may mean they are not fed whilst at Treetops.

Please do not give your child any breakfast items or snacks for Treetops as the children will be catered for.

Communication

All planning and menus for Teatime Treetops will be published in advanced on the school website.

The Treetops manager will be available on Studybugs and via extension 9 on the school phone system.

Participation in other Clubs

Children from Key Stage One, who are booked into afternoon extra-curricular clubs at Trinity Oaks, will be collected by a member of the children's club staff. Key Stage Two children will be expected to go straight to Treetops after their club. Please note that the cost of Treetops does not include any other clubs, which are charged for separately.

Behaviour/Uniform

Treetops is an extension of Trinity Oaks C of E Primary School and our values and expectations for children remain consistent whilst they are attending Treetops. Whilst we hope to create a relaxed environment, we do expect the children to behave with respect and courtesy and will adhere to the same principles and rules for behaviour as outlined in the school's behaviour policy. Persistent poor behaviour will be brought to your attention. If behaviour does not improve, the place will be withdrawn. Children are expected to wear their uniform for children's club unless there has been a Mufti day or they have attended a sports club. Our Treetops manager will inform you in advance if your child will need any additional clothing for activities during the club.

Illness

Treetops is committed to the health and safety of all children and staff that play, learn and work here. All our staff are first aid trained and able to administer first aid to your child during the club.

If a child becomes ill whilst in our care or needs urgent medical assistance, we will immediately contact the adults listed in your contacts details in the order you have specified and we will deal with the emergency in line with school policy. If your child has been prescribed medication and it is necessary for him/her to have it within school and Treetops hours, you need to fill in an authority to administer medication in school Form (you can obtain this from the school office).

Treetops will take necessary steps to prevent the spread of infection. It will sometimes be necessary to require a poorly child to be collected early from a session or be kept at home while they get better.

If your child has had sickness/diarrhoea, they should remain at home until they have been well for 24 hours, unless there is an outbreak and then it is 48 hours. If a child is booked into Treetops, but then unwell and unable to attend, parents will be able to change the booking before the cut-off of 2pm.

Policies

Treetops runs in accordance with all school policies, that can be found on the school website.