

# The Barn Wrap Around Care

Parental Information (at a glance)



## Admissions

The Barn provides before and after school care for children who attend Harwell Primary School . We are an inclusive setting. The site is fully accessible so that all children can be supported.

We may be able to offer a place to younger siblings attending Little Pippins Pre-school in the year before they are due to start at the school. This is dependent on

- staffing ratios which are different for preschool children
- restricted to one day per week - due to the need for places from children already at the school
- siblings would need to be brought to and collected from the school
  - Being toilet trained

*Please contact the school to discuss this if a space is required*

Places at The Barn are offered once a booking form for the half term has been received. Booking forms are emailed to parents using The Barn each half term for the following half term. After this, any additional places will be awarded on a first come first basis. If there are no places available, the parents of the child will be informed and the child's name added to a waiting list. As soon as places become available, parents will be contacted by The Barn Supervisor.

## Safeguarding

The Barn will follow the schools safeguarding policies which are available on the Harwell School website:

<http://www.harwellprimaryschool.co.uk/policies/>

### Mobile phone policy

The Barn operates a strict no mobile phone policy for staff and parents (this extends to personal photographic devices).

Any child who brings a mobile device to school will be asked to hand this in to a member of staff at the beginning of each session.

### Medicine

Medicine **will not** be administered to children at The Barn unless medicine is provided from home along with a '**request for school to administer medication form**' from the school office. If this paperwork is not supplied, staff will not be able to administer any form of medication.

### Health and safety

The Barn will follow the school's health and safety policies and site inspections, including fire evacuation and lockdown procedures.

### Concerns and Complaints

While we aim to ensure everything runs smoothly, occasionally problems may occur. If you have any concerns or constructive feedback please initially speak to a member of staff.

If you feel that there is still a concern please speak to The Barn supervisor.

If you wish to take further action then follow the school's complaints procedure (available on the school website).

### Missing children

If we are unable to account for the whereabouts of a child expected at the beginning of the session:

- A member of staff will conduct a thorough search of the premises.
- Parents will be contacted to ensure that they are expected at The Barn.
- If they are not on school premises or with a parent the police will be informed.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.

If late changes to home routines occur, it is important to let us know to avoid any unnecessary distress.

### Behaviour

The Barn will follow the schools positive behaviour policies with a slight amendment to the consequences that unacceptable behaviour may result in.

#### Unacceptable behaviours include:

- Unkind behaviour (verbally or physically)
- Unsafe behaviour
- Racist, sexist or prejudiced remarks and attitudes.
- Bullying. (See Anti-Bullying Policy for further information and guidance.)

#### Consequences for these behaviours will be:

- Asked to stop the behaviour
- Choice and consequence

- Time out in The Barn
- Time out, outside of The Barn with a member of school staff
- Parents called/meeting with Mr Gibson
- Persistent unkind or unsafe behaviour may result in the child's place being withdrawn

#### Late or uncollected child from The Barn Afterschool Club

In the event that a child is uncollected by the end of the session (6:00 pm Monday to Thursday, 5:30pm Friday) and The Barn has **NOT** been notified of any delay the procedure below will be followed

#### **Less than 10 minutes late**

Upon arrival the parent or carer will be reminded to notify The Barn if they are delayed.

#### **More than 10 minutes late**

A member of staff will try to contact the parent or carer using contact details on file, if there is no response messages will be left for the parent or carer advising them that emergency contacts will be contacted.

#### **More than 30 minutes late**

In the case that parents and emergency contacts have not been reached after 30 minutes The Barn supervisor will contact the local social care team for advice.

The child will remain on school premises supervised by 2 members of staff until the child is collected or placed in the care of the social care team.

#### **Persistent Lateness**

All incidences of late collection will be recorded by the Supervisor. If there is a pattern of persistent lateness for a particular child, parents or carers will receive a written warning. If the late collection continues, this may result in the child losing their place at the club.

#### Fees (changes and cancellations, snow closures late fees)

The Barn Breakfast Club is £5 per session

The Barn Afterschool Club is £11 per session for each child and £9 for each additional sibling. All children attending a Friday session are charged at £9

Same day cancellations for The Barn Afterschool Club when the child has been at school, will be charged at the full value of a normal session. If a child has been sent home by the school due to illness, then there will be no charge.

If a parent wishes to swap sessions they will only be able to do so if a space is available, and must notify The Barn Supervisor before the end of the previous day's session.

In the event of a school closure The Barn Clubs will not operate and sessions will not be charged.

#### **Staffing**

The Barn Supervisor for both Breakfast and Afterschool Clubs is Lauren Paton

The Barn Breakfast Assistants are Cat Paterson, Amy Collins, Caroline Coultas

The Barn Afterschool Assistants are Sarah Chapman, Elina Blunt,  
Katherine Fletcher

**Contact details**

[thebarnsupervisor@hawellprimaryschool.co.uk](mailto:thebarnsupervisor@hawellprimaryschool.co.uk)

01235 835337 each afternoon between 1.00 and 2.30

If there are any queries, please do not hesitate to either speak, call  
or email.

Emails and telephone messages to the main school office will be  
passed on to The Barn Supervisor