

# ***The Ryde School***

## ***Acorns to Oaks***

### ***Wrap around Care Policy***



Reviewed: November 2024  
Next Review: September 2027

# **The Ryde School and Nursery Acorns to Oaks Policy**

## **Aims**

Acorns to Oaks will be accessible to all families with children attending The Ryde School.

To offer a safe, secure and friendly environment in which children can socialise out of school hours.

To provide a range of creative, physical and play activities in a comfortable, familiar and safe environment.

In accordance with the school's healthy eating ethos, to provide nutritious snacks/meals served in a relaxed and supervised environment.

## **Organisation**

- Acorns to Oaks will be run by The Ryde School.
- The Ryde School will ensure that the Acorns to Oaks staff have the relevant Food Hygiene training.
- There will always be a staff ratio of at least 1:8.
- Acorns to Oaks will offer wrap around care to the children of The Ryde School on school days only.
- Acorns to Oaks will be based in the dining hall, but the nursery building, outdoors, ICT room, hall and library will also be used.
- Acorns to Oaks will offer: breakfast sessions from 7:45a.m. to 8:40a.m. and after school sessions from 3:15pm to 5:15p.m.
- Reception and KS1 children attending Acorns to Oaks will be collected from their classrooms at 3:15p.m. by the after school club staff.

## **Finances**

- Acorns to Oaks charges are:
  - Breakfast session will cost £5.50 for 7:45a.m.start
  - After school session will cost £6.50 3:15-4:15p.m.  
£5.50 4:15-5:15p.m.
- A small float of £40 will be kept for the breakfast sessions and a larger float of £200 pounds will be kept for the after school sessions. All receipts will be kept and handed into the office. The Bursar is responsible for the management of the floats.

- A financial record will be kept of all Acorns to Oaks incomes and outgoings to ensure financial viability and integrity.
- Certain childcare vouchers can be used to pay for child care at Acorns to Oaks.

### **Activities**

- There will be a range of activities for children to choose from including: drawing, crafts, reading, board games, construction toys, outdoor play, messy play, film nights and cooking activities as well as spending time with our school pets.
- School policies and procedures apply to Acorns to Oaks.
- In the event of a parent/carer wishing to make a complaint, this should be made in the first place to the Acorns to Oaks Manager. If there is still a concern then the matter should be taken to the Headteacher.
- The Ryde School listens to parent and pupil voice and welcomes feedback on the provision Acorns to Oaks offers.

### **Provisions**

- Food provisions will be purchased on an as need basis.
- Food will be stored in a separate cupboard. Chilled foods will be stored in a designated refrigerator and frozen food is stored in a designated freezer.
- Menus are written taking into account the dietary needs of the children attending and also their likes and dislikes.
- Fresh drinking water and milk is always available.
- Children are encouraged to wash their hands before eating, with younger children supervised to do this.
- There will be a rolling snack of freshly prepared fruit and vegetables that children can choose to eat between 3:15 – 3:30p.m.
- The children sit together to eat their tea and good table manners are expected, with children helping in the setting up and clearing away of meals.

### **Terms and Conditions of Booking**

- 1) Bookings must be made online in advance weekly, monthly or half termly, or by agreement with the School Office.
- 2) Fees must be paid weekly, monthly or half termly in advance or by agreement.
- 3) Ad-hoc bookings will be accepted if places become available, but must be paid for at the time of booking or when collecting the attendee.

- 4) Refunds for cancelled sessions will not be credited unless at least 2 weeks' notice is given to Acorns to Oaks manager.
- 5) All EYFS and KS1 children will be supervised from their classrooms to the club by a member of staff. KS2 children will make their own way to the club.
- 6) Children must be collected promptly at the scheduled end of the session. Penalties of £1 per minute will apply to those persistently collecting children late.
- 7) Children will only be allowed to leave the club with a known parent or carer as identified on the registration form. The club will refuse collection of a child if the person is unknown to the Manager /Leader, or no permission has been given.
- 8) The club reserves the right to exclude a child if he or she consistently misbehaves or if any of the terms and conditions are not adhered to. Prior to exclusion, any problems will be discussed with the Parent/ Carer in order to attempt to resolve the difficulties amicably. Please see the school's behaviour policy.
- 9) We have the right to refuse any family for non-payment of fees.
- 10) Any accident or incident and resulting action will be recorded in the accident book.
- 11) The club will not accept responsibility for the loss or damage of any personal belongings.
- 12) The Ryde School Acorns to Oaks is an extension of the school day and all policies and procedures will be the same as The Ryde School unless otherwise stated.