

# St Michael's - WRAP

## Breakfast and After-School Club at St. Michaels C.E. (Aided) Primary School, Flixton

Opening Hours	
Breakfast Club	7.30am - 8.50am
After School Club	3.25pm - 6.00pm Friday at 5pm
Contact	
Phone	0161 748 3669 07764 660182
Email address	<a href="mailto:wrap@smpsflixton.co.uk">wrap@smpsflixton.co.uk</a>

### Summary of Key Charges

Session Charges	
Breakfast Club	1 child £6.30 2 children £11.30 3 children £16.30
After School Club	1 child £11.50 2 children £20.50 3 children £29.50
Late Pickup	£5.00-£25.00 (see below)
Arrival without booking*	£5.00 plus session charge
Cancellation of Breakfast or After School Club made less than 24 hours before session	Full session charges
Late bookings	£1.00 plus session charge (see below)

\*We cannot guarantee a place will be available if children arrive with no prior booking

## Introduction

Welcome to 'St. Michael's Wrap' extra hours club. The club will provide breakfast and after-school sessions for children from Nursery to Year 6.

The club will be an extension of the school and will reflect the school's aims and ethos. Both the breakfast club and the after-school club run within the school.

Children will have the opportunity to relax, do homework, join in with indoor and outdoor activities, play and have fun.

Parents will be able to relax in the knowledge that their children are safe and well cared for.

## Availability

The breakfast and after-school clubs are open to children from Nursery up to Year 6. There are limited places available each day which are offered on a first come, first served basis.

## Holiday Club

After a successful trial of our Holiday club at Easter 2023, we will continue to run this through the majority of our school holidays. Miss Mathers is the manager and can be contacted through your child's class dojo, email [nmathers@smpsflinton.co.uk](mailto:nmathers@smpsflinton.co.uk) or telephone number: 07305868081.

The club will be open over the Whit holidays and up to and including Thursday the 10th August 2023.

The dates for the school year 2023-2024 will be available before we finish in July.

Opening hours are:

8:45-3:30 pm £20 per child

8-3:30pm £23 per child

8-5pm £29 per child

8:45-5pm £26 per child

9:12:30pm £12 per child

Bookings are made online via <https://stmichaels.magicbooking.co.uk>, you will be required to set up an account and then you will be able to book sessions subject to availability.

Parents can book as far in advance as they wish (within the academic year). Places are subject to availability in accordance with the appropriate staff/pupil ratios, space available and health and safety requirements.

When registering online you will be asked to agree to our terms and conditions and privacy policy. Please see below for a downloadable copy:

[St Michael's WRAP Terms and Conditions](#)

[St Michael's WRAP Privacy Policy](#)

### **Changes and Cancellation**

Cancellation can be made at any time, but credit will only be offered if the required notice is given. To obtain a credit for a session the session must be cancelled through your account at <https://stmichaels.magicbooking.co.uk> 24 hours before the session to be cancelled.

Credits will not be offered in any other circumstance, including illness. Credits will be offered in the form of another club session. The cash will not normally be refunded.

Changes to bookings may be accommodated at the discretion of the Wrap Club Manager, subject to availability and the notice period listed above.

Payments can be made by the following means:

- Through the Magic Booking website
- Through Childcare Vouchers

### **Emergency/Parent contact details**

Please complete all the sections of the 'My Children' tab online at <https://stmichaels.magicbooking.co.uk>. Please ensure you update this if anything changes. The records for the club are separate to the school records so all information must still be completed.

### **Arrival/Pick up**

You will be required to provide a password for the purposes of pick up. You will be prompted to do this when setting up your online account. This will be required for anyone picking your child up from after-school club who is not familiar to

staff members. If they are unable to provide the password, we will need to call you to confirm their identity and to obtain your permission.

Children who attend the Wrap Club must be collected by a responsible person aged 16 years or over.

Please note that the car park is for staff and visitors only. You must not use the car park for dropping off or collecting children from the club.

Late arrivals can be accepted but breakfast will not be served after 8.30am and discounted prices are not offered.

## Venue

### Breakfast Club

The morning Wrap Club session (Breakfast Club) takes place in the school hall. To gain entry to Breakfast Club, ring the bell at the main doors near the school office. At 8.50am a member of staff will take the Nursery children across to Nursery for the start of their morning session.

Infant and Junior children will be taken to the playground to handover to their class teachers for 8.50am.

### After-School Club

Nursery children- Mrs McGlone will bring any children from Nursery and bring them to the after-school club.

Infant and Junior children - children will be escorted to the club from their classrooms at 3.25pm.

If your child is attending another club, such as a sports club, before coming over to the Wrap Club, the club staff will collect your child from the club. **It is the parents' responsibility to let the staff at the Wrap Club know that their child is attending a club and the finish time so that they know when to collect them.**

### Late Collection

Late collection by parents incurs a cost to the school in staff overtime fees and inconvenience to staff members. **Therefore, charges will be applied for late collection as follows:**

- 6.00pm to 6.15pm: £5.00
- 6.15pm to 6.30pm: £15.00
- 6.30pm to 6.45pm: £25.00

### **Meals/menus**

Parents and carers are asked to advise the club staff of any special dietary requirements or allergies.

#### **Breakfast Club:**

Breakfast is served until 8.30am

Children are offered a choice of items including milk, fruit juice, toast, fruit, yoghurts and a range of cereals.

#### **After- School Club:**

Children are offered a choice of snacks and drinking water is available throughout the session.

### **Activities and Games**

Children will be offered a wide range of activities and games which are age appropriate, enjoyable and well organised. They will also have opportunities to do homework, rest, play quietly and engage in free play.

If films or electronic games are made available, they will have a U rating. Children are not permitted to play their own electronic games at the club, including those they may have on their phones.

### **Staffing**

Staff are employed by the school and are subject to enhanced DBS (Disclosure and Barring Service, formerly CRB checks). They also receive appropriate first aid and food hygiene training and other qualifications as required. There will always be at least one member of staff available with a Paediatric First Aid Certificate. The club staff are responsible for following all school policies and procedures.

### **Special Educational Needs and Disabilities, (SEND)**

The club is available to all pupils of St. Michael's C.E (Aided) Primary School. If your child has any SEN or Disabilities and you feel they may need special adaptations or additional support in place in order to access the clubs, please speak to the school office or the Wrap Club manager.

## **Medical**

As a general rule, we do not administer medication. If your child needs medication such as inhalers and Epi pens, an Individual Health Care Plan may be needed. Staff may only administer medication which has been prescribed to a child and permission forms must be completed by parents or carers in advance. Please talk to staff to make arrangements to manage the medication.

In cases of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information with you as necessary.

If your child has sickness or diarrhoea you must keep him/her off for at least 48 hours from the last bout of illness.

## **Other Relevant Policies**

The club falls under the business of St. Michael's C.E. (Aided) Primary School and the school's policies apply. This includes but is not limited to:

- Safeguarding, (Child Protection), Policy
- Behaviour Policy
- Feeling Safe in School, (Anti Bullying), Policy
- Charging Policy
- Complaints Policy
- SEND Policy
- Equalities Scheme
- Health, Safety and Well-being Policy

## **Statement – Mrs. Lisa Daly, Manager St. Michael's WRAP**

I hope you find the information contained within this document informative and useful. On behalf of our School, we welcome all parents and children to our WRAP care facility here at St. Michael's.

If you do have any queries, comments or issues you wish to discuss with me, please do not hesitate to contact me either on 0161 748 3669 / 07764 660182 or by email [wrap@smpsflinton.co.uk](mailto:wrap@smpsflinton.co.uk).

Regards,  
Lisa Daly