

St Thomas à Becket Church of England Federation

Blackboys C.E. School
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Blackboys
Uckfield
East Sussex
TN22 5LL



Framfield C.E. School
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ADOPTED 20 OCTOBER 2020

REVIEW MAY 2022

Wraparound and Holiday Childcare Policy

Our Vision is to raise the aspiration of all pupils to “Be the Very Best they can Be”, through providing an engaging and Christian environment alongside an exciting broad and balanced curriculum striving to develop the skills, attitudes and Christian values of the whole Federation Community to face the new challenges of the 21st century with confidence.

Our Christian ethos, vision and values underpin all we do.

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Introduction

It is the aim of St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) to provide wraparound and holiday childcare through Partnerships with Blackboys Pre-School and Framfield Pre-School who are able to offer a range of wraparound care for pupils within our schools.

All arrangements with both Blackboys and Framfield Pre-Schools are made directly between individual families and these providers and Federation schools are not part of this arrangement. Parents/Carers who wish to use these services should contact the relevant Pre-School directly and follow their booking arrangements.

Parents/carers should be aware that these providers are separate organisations from the Federation schools and operate their own allocation of places protocols.

This policy has been adapted from the Department of Education's Guidance on Wraparound and Holiday Childcare, Parent and Childcare Provider "rights to request".

Existing In-House Provision for Wraparound Care

Blackboys Church of England Primary School operates a Breakfast Club each school day between 7.45 am - 8.45 am and an after school club from 3.15 pm – 5:30 pm. For further details please contact the School Office.

Framfield Church of England Primary School operates a Breakfast Club each school day between 7.45 am – 8.45 am and an after school club from 3.00 pm - 4.30 pm on Mondays, 3.00 pm - 5.30 pm on Tuesdays, Wednesdays and Thursdays and provides a multi-skills Sports Club between 3.00 pm - 4.30 pm on Fridays. For further details please contact the School Office.

Definitions

By "wraparound childcare" the Government means before school childcare (for example, breakfast clubs), after school childcare (for example, regular provision that runs until 6.00 pm or later). By "holiday childcare" the Government means childcare that is available through schools during the school holidays.

"Right to request" refers to children from Reception up to the end of Key Stage 3 (Year 9). A parent's "right to request" refers only to the school that their child attends.

The Parental "Right to Request" in Practice

In addition to the offer available to parents within our Federation through our Partnerships parents have the right to request "wraparound childcare and "holiday childcare".

The Federation's process for such a request is as follows:

- Parents/Carers have the right to request either wraparound childcare or holiday childcare during Term 1 (September to October Half Term) each year. Requests made outside of this timeframe will not be considered.
- The request states clearly the type of childcare required i.e. age of child/children, days, hours of the day i.e. Wednesday, Thursday and Friday between 3.00 pm and 6.00 pm, and for how long i.e. one term, short term (3 terms) or long term (academic year/s).
- All requests should be in writing, dated and delivered to the relevant Federation School Office marked for the attention of the Headteacher.
- The Federation has set a threshold of 10 requests per school per year for a similar type of childcare provision.
- If this threshold is not met the Federation School Headteacher will confirm this in writing within two weeks of the deadline for requests. The letter will contain details of the local Family Information Service which provides information on local childcare services.
- Once the threshold is met the Federation will consider the requests with the Governing Body and gauge wider demand across the school community.
- The Federation School will make a decision relating to the requests.
- The Federation School will inform all parents/carers of the decision.
- Communication with parents/carers will normally be within eight weeks of the deadline for requests.

The Provider “Right to Request” in Practice

Childcare providers also have the right to request to use a school’s premises to offer childcare provision. The process for providers is as follows:

- Clear criteria are set by the Federation should a provider contact a Federation school regarding a request to use the school for childcare provision.
- Childcare Providers have the right to request to use a Federation school for either wraparound childcare or holiday childcare during Term 1 (September to October Half Term) each year. Requests made outside of this timeframe will not be considered.
- The request should be in writing, dated and marked for the attention of the Headteacher explaining how the provider would meet the criteria set out by the Federation.
- The Federation school will consider the request with the Governing Body and gauge wider demand across the school community.
- The Federation school would inform the provider of its decision; and next steps on taking forward the providers requests if successful.
- Communication with providers will normally be within eight weeks of the deadline for requests.

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every two years. The policy review will be undertaken by the Federation’s Headteachers and the Governing Body’s Policies Working Party.

As part of the review reference will be made to the latest Guidance from the Department for Education and our Partnership Providers.