

# St Antony's Catholic Primary School



## Mary As Example (MAE) Wrap Around Care Policy (3:30-6pm daily) Learning Together In God's Love

Reviewed & Agreed by staff: September 2024  
Agreed by Governors: September 2024  
Review date: September 2026



## Our Mission Statement



**At St. Antony's Catholic School we celebrate our special talents as children of God:**

**We try to be like Jesus and always keep him in our hearts.**

**We work together in our homes, school and parish to share our gifts and learn together.**

**We understand that we are all different and we respect each other.**

**We look after our world so that we may share it together in peace.**

St Antony's Catholic Primary School is part of the multi-cultural London Borough of Newham and Our Lady of Grace Multi-Academy Trust.

We value our Christian ethos and promote it through our faith in action and we therefore respect the cultures and faiths of all our neighbours.

## **Our School's Policies at St Antony's Are Heavily Inspired by the Words of Pope Francis:**

***"Education is the conduit through which we guide, direct, mould and influence young minds. Teachers have an almost divine responsibility handed down to them by the greatest teacher of all ....Christ Himself.***

***Teachers must consider that every time they speak and act they represent Christ in their every word and deed. Their example is the greatest teacher of all as their 'actions always speak more profoundly than their words'.***

***Every child we have inspired by our example, support and teaching is left with an indelible mark on their heart and mind for the entirety of their lives.***

***Let us ensure that the marks we leave please God and set them on a path for serving others humbly in terms of their behaviour, attitude and approach to life and all whom they encounter." Pope Francis***

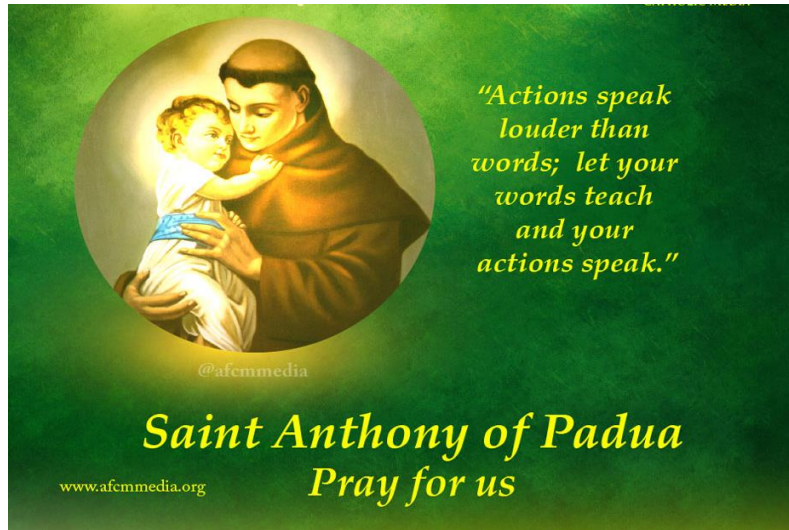
## **Rationale for Our MAE After School Care Club Provision**

Our After School Wrap Around Care Club provision takes into account the distinctive religious ethos and identity of the school which is driven by the practice of St Antony of Padua our Patron Saint, who always fed the hungry with bread and took care of the most vulnerable, healed the sick and loved everyone by following the teachings of Jesus which states:

***"My command is this: "Love others as I have loved you, give to anyone who is in need, and do not turn away from the hungry." John 15:12-14 "In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Matthew 5:16***

The provision therefore is made equally available to all families from across the wider school community from a Catholic and all other faith backgrounds as well as those of no faith, who are in full time work and need support for their children in a programme which ensures that the children are fed, supported with their homework and learning and are kept safe and happy before the formal school day begins. The provision also supports those children and families for whom the food served at the breakfast club and at lunch times may be their only experience of a wholesome, warm meal for the day and this distinction is not made evident in our service to all the children accessing this programme. We, like Jesus ***"let the children come...for of such is the kingdom of heaven"***

# Our Vision At St. Antony's Catholic Primary School



## **Our Vision at St Antony's Has Christ at the Centre and Our Children at the Heart of All That We Do To Keep Us Inspired.**

We work as an agent of positive, sustainable change through engaging all stakeholders: Governors, Teachers, Parents, Children, Church and Community. We inspire all our children from Nursery to Year 6 to work collaboratively and purposefully with all relevant agencies and stakeholders to aspire to achieve their individual fullest potential and beyond. Our school will function as a centre of excellence and an axis of holistic transformation and development within our community by enabling all under our care to aspire to ultimately achieve self-actualisation through sound **S**piritual, **M**oral, **S**ocial and **C**ultural formation while embedding effective behaviour for life and learning. Through personal and shared values and philosophies we will establish a positive, progressive and faith filled approach to life and living while upholding our core Christian and British Values; leading all to the achievement of the highest academic, socio-economic and sustainable life goals individually and collectively with the direct intent of creating a better world for ourselves and future generations.



# Our Wrap -Around Care Club

- ❖ **MAE Club** is held in Cedar Class between 3:30-4:30 and in Walnut Class daily between the hours of 4:30 and 6pm with the DHT. On Thursdays MAE is in Beech Class from 4:30-6:30pm with the AHT.
- ❖ MAE drop off location is situated in Cedar Class daily which is supervised by our school Welfare Officer and a team of staff and parent volunteers who are all DBS checked and supervised by the school's Designated Safeguarding Lead.
- ❖ **MAE** is open **Monday to Friday during term times only** excepting when the school hosts special programmes such as Year 6 Boosters and enrichment programmes during the Spring half term break or special holiday programmes for Performing Arts Music, Dance and Drama in the Spring and Summer.
- ❖ Pupils left late for any reason are also safeguarded and looked after in MAE time.

## Aims and Objectives

The main aims and responsibilities for the MAE Wrap Around Programme is to support families in full time work who need this provision as well as families in need of assistance with the supervision of the children in their care on a means tested basis. The staff running MAE ensures the health, safety and well-being of each child in the provision throughout the period of their attendance, until they are escorted to the main office for dismissal upon their parent's arrival for pick-up.

To achieve these aims:

- We provide a safe and secure environment for the children.
- We provide Homework support
- We provide a variety of stimulating and exciting learning opportunities
- We ensure that there is always a qualified first aider in the team or on the premises during the duration of the running time of the programme daily and during OOH
- We implement regular fire drills and ensure that all staff and children are aware and familiar with the procedures to this end to keep all safe and secure

## Admission and Registration

- Only children attending St. Antony's Primary School are eligible to attend the MAE provision.
- All places in the provision are subject to availability.
- Registration must be completed online via a google link sent directly to parents from the main office or by completing a MAE registration in the school's office/ Google Drive
- A hard copy register is taken daily by the DSL/Welfare Officer each day upon arrival

## Arrival

St. Antony's AE will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for the arrival and departure of all children attending the club.

### MAE Club Daily Arrival Procedures

- Arrival for the MAE for pupils of all ages requires pupils to be dropped off by a Class Teacher/ TA/HLTA of the school in the care of the Welfare Officer and her MAE team between 3:30 and 3:40pm after school daily.
- Children in Years 4- 6 may arrive unaccompanied to MAE at the end of school or after their afterschool club has ended at 4:30pm provided they have tendered a signed written permission agreed with the school and their parent prior to admission to MAE.
- MAE has a routine timetabled set of activities each afternoon.
- Children will be dismissed to their parents escorted to the main office between 4&6pm

### **Payments and booking are made half termly, monthly or Per Session as is relevant**

- Payment for MAE Wraparound is made via the Parent Pay Portal.
- Payments should be received half termly at the start of each new half term unless an alternative prior agreement has been made with the school's Office Manager AAHT/DSL /OOHL Lead to pay monthly, termly or for the entire year.
- The current costs is: **£6.00 per day and pro-rata per month, half-term or term via invoices**
  - ❖ Payment should be made for any days agreed in the individual contract per parent
  - ❖ Fees are non-refundable for non-attendance without prior notice in term time or for other unsanctioned absences
  - ❖ Parents/Carers should book their sessions in advance and pay per half term or for any other agreed period.

### Cancellation of MAE Service

- If you no longer require the service of MAE because you are moving away, you are changing school or your circumstances have changed; the school requires a month's notice/four-week in advance in writing -of the removal of the child from the register.
- The school reserves the right after discussion with a parents/carers to withdraw a place for a child who does not comply with our school's values, morals, Golden Rules and ethos and poses a danger to themselves or others by their behaviour
- Parents/carers who are in arrears and do not pay for their child's sessions will be asked to cease attending until they have covered the debt owed.

The head teacher and Governing Body are the final arbiters' over any issue relating to MAE.  
St. Antony's Catholic Primary School MAE Wrap Around Care Provision Policy

## **MAE Guidelines**

These rules are to ensure the safety of the children whilst attending the club.

- Upon arrival, CTs, HLTA and TAs must have the child or children being handed over at the end of school signed in by a member of the MAE Team.
- A member of MAE Staff Leading the provision will sign in pupils daily and supervise children in the programme until pupils are collected by their parents/carers/known adult/older sibling 14yrs and older.
- It is the responsibility of parents/carers to let the OOHL Team know if their child will not be attending on any given day via the school's absence reporting system on line.
- Children will be supervised at all times while in the MAE Provision daily.
- Whilst the MAE Team will endeavour as much as is reasonably practicable to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings left in school by children; therefore parents are asked to check that their children have all their belongings before leaving the school upon collection each evening. Property found will be placed in the school's lost and found.

## **Behaviour**

Whilst children are at MAE being cared for by our staff, volunteers and Jr leaders of the School Council Team from year 6, they will be expected to demonstrate and comply with all of our school values and morals at all times. They will do this by observing the schools **GOLDEN RULES** as well as:

- Listening to all staff members and Jr leaders and following their instructions
- Moving carefully around the room/hall (as instructed)
- Using respectful language to all in a quiet and polite voice
- Observing good manners and behaviours which keep everyone safe

Children must respect all other children and staff members, including visitors regardless of their age, gender, race, religion, and abilities. Everyone in MAE will be treated as an individual in order that their needs will be met as much as is reasonably practicable.

To promote positive behaviour within MAE, the school's behaviour policy will be used. These rules and expectations are especially important to ensure all children are aware of what behaviour is acceptable and what is not.

## **Safeguarding Policy**

The welfare of children within our care is of the utmost importance to our staff because we are fully committed to our duty of care for all the children within our MAE Programme and by extension their parents/carers and the staff with full responsibility and oversight of the

programme. The staff in charge will always act quickly and responsibly in the best interest of all children and to safeguard them in any instance that may pose a cause for concern.

Positive steps are taken to develop a trusting relationship with every child and parent/carer who accesses the programme.

All MAE staff/Team are fully conversant with the school's Safeguarding policy (See school website for the full policy) which is shared with them upon signing up for the club.

### **Managing Medicines On Our School Premises**

- No medication may be given to any child unless a signed letter from parents giving consent is in place (see school's Administration of Medicine Policy)
- Only staff sanctioned to administer medicines should do so in accordance with the prescriber's instructions (Pharmacist, GP and Hospital).
- An administration of medicine form must be signed by parents and dated then co-signed by the school's Welfare Officer / DSL/HT.
- Medication should **not** be administered by ANYONE ELSE apart from the Welfare officer who is a highly trained first aider.
- Where clinically possible, medicines should be prescribed in doses/ frequencies which enable them to be taken outside school hours (before and after school all school programmes inclusive of MAE by parents).
- All medicines should be stored safely in accordance with prescribed instructions. For example, medications requiring refrigeration should be stored in the Medical Room's Fridge
- All medicines and care plans are kept securely on the school's system and are always accessible to the DSL and Welfare Officer.
- There will always be at least one designated First Aider for MAE each evening.

### **Emergency Procedures**

#### **Accidents**

Should a child secure a minor injury by accident (trip, fall, bump or bruise) during MAE the procedure is:

- The incident and any treatment will be recorded in the school's pupils' incident/ accident book located in the medical room
- In the case of a serious injury the child's parents will be called and a decision made with them to determine if the child needs to go to their GP or be taken to A&E, or will be sent home in the care of their parents/carers with a copy of the first aid form where relevant.
- If the injury is to the head and might require medical treatment parent/carers would be contacted as soon as possible for the child to be taken to A&E. In this case if parents cannot be contacted then the school will call an ambulance and endeavour to contact the parent while ensuring that the child gets medical attention.

### In Case of Fire

- MAE's Fire Procedure falls in line with the whole school's fire evacuation plan in case of emergency in line with the school's general Fire Evacuation Plan.

### Food and Drink

We offer a wide variety of food options. A healthy evening snack is offered to all children at MAE. **Parents whose children have special dietary needs may send them in with a healthy pack lunch/snack** which caters specifically to their needs.

FOODS SERVED AT MAE CLUB		
Foods	Nutritional Value	How Often Served/Offered
Toast & Jam/Butter	Carbohydrates for energy	3x per week (Mon/Thurs)
Grilled Cheese Sandwich	Protein & Carbohydrate	1x per week
Beans/Sausage on Toast	Protein, Minerals & Carbs	4 x per month
Chips and Beans / Cheese	Protein, Vitamins, Mineral, Fibre	4x per month (Tues/Fri)
Croissants/ Pastries	Carbohydrates for energy	1x per month
Pancakes & Jam/Syrup	Carbohydrates for energy	During Lent
Cheese Rolls/Hot Dog	Protein & Carbohydrate	8 times per month (W/F)
Milk	Protein, Calcium, Vitamin D & E	Daily to milk lovers
Hot Chocolate	Protein, Calcium, Vitamin D & E	4Xper month/all winter
Fruit & Vegetable	Vitamins and Minerals	Daily
Fruit Juice	Vitamins and Mineral	Daily
Water	Hydration	Daily

**\*Fruit & water are served to all on arrival by 4pm /Healthy Snack & Juice - served at 5pm daily.**

### **Daily Routine For MAE**

Timings	Activity	Purpose
3:30-3:45pm	Arrival/Registration/OOHL Clubs	To account for all in attendance/safeguarding
3:45-4pm	Fruit/Vegetables & Water served	To ensure all hydrated & have healthy fruit/Veg
4-5:00pm	HW/Reading/X Tables Support	To ensure pupils are supported with learning
5-5:30 pm	Grace & Healthy Snack served	Pupils pray together & Fed light supper
5:30-6pm	Group Activities/Games	Develop and build pupil's social skills
6pm	pupils checked off & dismissed	Safeguarding /Accountability/Safeguarding

**Activities include: Art & DT, Singing & Drama, Solving Puzzles and Board Games**

### Related Whole School Policies

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Equal Opportunities Policy
- Health and Safety Policy

Agreed by the Governing Body: September 2024

Review: October 2026