



**ClubsComplete**

Opening a world of opportunities to  
children and young people

**OFSTED**

**Registered**

**WRAPAROUND CARE**

**How does it  
work?**

## FAST FACTS

### Ofsted registration

We have to register your site under our Ofsted registration and Environmental Health as we provide hot food (this can take 12-16 weeks). We can then operate for more than 2 hours daily and accept childcare vouchers, tax free childcare etc.

### Bookings

Parents book on our website and pay by card or childcare vouchers. They create an account and load all children to their account. We put all clubs live for the year so they can book in advance.

### Food & equipment

All food and equipment is sourced by us and delivered to school or collected by our staff working in your school and brought to school by them.

### Terms for parents

- 1. 24-hour grace period after booking at which point a credit for the session will be automatically made to your account. Outside of the 24 hours it is not possible to receive a refund unless you provide 4 weeks notice.**
- 2. Time limits for bookings: you are able to book any clubs of your choice up to three hours before the club commences. Thereafter, our website will automatically prohibit you from booking the club so that we can cater for the amount of children in the club - if it is an emergency and you require the childcare, you may call to the office to see if there are remaining spaces available but a £5 administration fee will be charged for your booking for our staff member to make the last-minute booking for you as it is quite a lengthy process to log-in and override the system.**
- 3. Your account - if you do not make the bookings via your online account and prefer to call our office, we are able to take the booking but all transactions are subject to a £5 administration charge.**
- 4. If you have a change in circumstances or your child is poorly, we ask that you log into your account and cancel their space so our staff know not to expect them - this is part of our safeguarding policy to ensure we know the whereabouts of your child. Unfortunately, you will not receive a credit or refund in this circumstance as we have to allocate staff, purchase food and equipment ahead of the day arriving so our costs have already been made.**
- 5. If you are late to collect your child, a £5 late fee will be charged for every 15 minutes.**

6. **If you book a catered club (Breakfast or Explore) without 1 week's notice for a child with allergies, you must send your child with food.**
7. **If your child has SEND, we will allow them to attend one trial session if you provide a copy of their care plan to see if our staff**

### **Minimum numbers**

Our minimum numbers are 7 children per hour. If you do not meet these numbers, your school can use pupil premium funding to subsidise the costs up to 7 children by paying for some pupil premium children to attend. Alternatively, you can use your sports premium for sports clubs or school funds to subsidise up to 7 children. We will always survey your parents first to ensure your parents indicate minimum numbers prior to offering you an agreement. If minimum numbers are met, there is no cost to your school for the service.

## **BENEFITS FOR YOUR SCHOOL**

### **Rental income**

#### **Rental fee for your school per session:**

- £0 (up to 10 children)
- £5 (11-24 children )
- £7 (25-34 children )
- £10 (35+ children)

### **Administration**

All bookings and registers are taken care of including full allergy management and lesson planning. All registers are online and live so your school can access them at any time. We take care of all administration, staff management, food and equipment purchases.

## WHAT DO WE NEED FROM YOU?

### Equipment

- Full PE equipment including gymnastics mats
- Projector
- Laptop/computer with internet access
- Sound system
- Sufficient tables and chairs for the number of children
- A clean room with direct kitchen access and a door off the room where parents can collect from. As the company is OFSTED registered, space required is 2.3m<sup>2</sup> per child.
- Lockable storage cupboard for confidential information as required by Ofsted
- Access to a kitchen with a fridge, a cupboard for food storage, a sink for washing food, microwave, toaster, oven or hob if possible and hand washing facilities (all appliances must be PAT tested to comply with Environmental Health and Ofsted)
- Cutlery and crockery (bowls, plates, cups)

### Partnership

We work very closely with all of our schools and ask for open communication and for you to share your fire evacuation procedures, behaviour and safeguarding policies and communication with your SENDCO regarding any children who book our services from your school with special educational needs. We also ask that you circulate our marketing materials, enable us to join in on school activities and do assemblies when required.

# ACTIVITIES FOR ACTIVITY CLUB

(first hour after school)

## Creative

Arts and Crafts, Jewellery Making, Lego, Textiles, Nature Detectives, Gardening, Circus Skills, Cupcake decorating, Master Chef, Great British Bake Off, Drama, Musical Theatre, Song Writing, Mad Labs Science.

## Sports

Football, Basketball, Multi-Sports, Tag Rugby, Athletics, Hockey, Tennis, Cricket, Get Active, Rounders, Badminton, Table Tennis, Dodgeball, Ultimate Frisbee, Netball, Fun and Games, Zumba, Street Dance, Hip Hop, Aerobics, Gymnastics, Rhythmic Gymnastics, Cheer Leading, Yoga.

## OUR ACTIVITY LEADERS

### Qualifications:

All staff have clear enhanced DBS checks, basic safeguarding, prevent duty certification and experience or qualifications working with children.

### Ratios:

1:10 For the services we implement a 1:10 ratio until minimum numbers (10) are met and 1:15 thereafter (depending on club attendance, this can sometimes be 1:8 or 1:9). If our staff are lone-working, they must be in the main school building and another member of school staff must be present on school site in case of emergency. The children must also be collected by parents from a door the room allocated.

### Sickness/absence:

If your staff member is absent and follows our policy, we will always endeavour to send you a replacement staff member and upload their vetting form to your secure log-in area.