



Livingston Village Primary School

A community school working together to help everyone

Wraparound

Wraparound Staff

Mrs Armstrong -Team Leader

Mrs Godfrey - Assistant

Mrs Jones - Assistant

Mrs Devaney – Assistant

Wraparound contact number – **01506 463689**

Opening Hours are from 8am until 5.30 pm.

Payment and billing

Wraparound Care is charged at £3.10 per hour. Users should register for the number of hours they require. A one off £13.00 admin fee per year is also required.

Adding hours

Additional hours may be requested by contacting the Wraparound Team Leader. Such requests will be agreed so long as there is space at the time requested. Additional hours requested on a permanent basis must be requested through Pupil Placement.

Reducing Hours

If hours are to be reduced for any reason Pupil Placement must be contacted and two weeks notice given. The new reduced hours will be charged after the two week notice period.

Child's Sickness and Payment

If your child is sick and does not attend, you will still be charged.

Holidays and Payment

During school holidays charges remain at £3.10 per hour.

Contacting the Wraparound Centre with any changes

Please phone the Wraparound team leader with any changes to hours, shift patterns and if your child is off for any reason.

Collection of Children

Children must be collected by 5.30pm.

Breakfast, Lunches and Snacks

Breakfast can be provided in the morning at a charge of 20p this would include cereal, or fruit and a drink.

Children should bring a packed lunch if staying in Wraparound for lunch. Livingston Village Primary School operates a healthy eating policy and children are encouraged to eat healthy. Packed lunches should contain items such as sandwiches, fruit, yoghurt and a small treat. (Please see lunch sheet in welcome pack for more lunch ideas).

Snack is provided for a small charge of 20p per snack this can be paid to Wraparound staff on a daily, weekly or term basis.

The snack list for the week is displayed on the notice board. Snack is decided at our weekly and daily Egg Meetings with the children. Children are encouraged to tell us what they enjoy eating and which foods they would like to try.

Clothing

It is good to be able to go outdoors to play in all weathers please insure children bring a coat to Wraparound. Shoes with laces can be difficult to put off and on. This discourages children's independence and cuts down on time spent outside. Easily fastened clothing is also recommended as children are encouraged to dress and undress themselves when going out and for going to the toilet. A change of clothing is also a must for nursery children and school children alike. Indoor shoes should also be provided for wearing in Wraparound and taking to our Holiday Clubs. Please mark all items of clothing including shoes.

Excursions

Sometimes the Wraparound children will have the opportunity to make a visit away from their usual base. Such excursions may be charged and signed permission slips will be required. Wraparound will post an emergency contact phone number on the Wraparound door when out and about out with school hours.

Notice Board

Please read the notice board on a regular basis this is located in the entrance. This contains information for snack, daily plans, forthcoming events.

Community Involvement

We have close liaison with the Nursery and School and participate in all school activities. Joining in School activities and going out to play time enables the children to meet children whom they may share their school life with and friends from home. It also enables them to mix with siblings within school and get into the routine for when they start school themselves.

Wraparound children also attend School Assembly and Church Assembly. Wraparound also lead Assembly's twice in the school term.

Trips out to Mill Farm, the local shop, walks in the local area, trips to local swing parks and visits to our local shopping centre on the bus are all part of our community involvement.

Children in Wraparound also visit the West Lothian Library Van on a regular basis.

Birthdays within Wraparound

Children who attend Wraparound on their birthday have a birthday circle where we all celebrate their birthday with cake and candles. Any parent who wishes to bring in his or her own cake can do so and would be very welcome.

How is my Child Doing

If you wish to know how your child is doing in Wraparound please ask we are here to help. A meeting can be arranged if you wish to speak in confidence. The Wraparound Team Leader is also available at parents Night should you wish to make an appointment. A suggestion box is situated in the entrance should you or your child wish to make a suggestion or comment on any aspect of Wraparound.

Wraparound Golden Rules!

To be friends

To walk inside

To care for others

Wraparound Aims!

To be happy

Have fun

To feel relaxed

To feel safe

To be Me

Ethos!

Learn to become independent and confident.

To prepare young people for responsible citizenship by developing values, beliefs, and attitudes compatible with living in our community.

Positive Behaviour Management

Children are encouraged to play in a positive manner, to be kind to their friends, care for others and play safe.

If negative behaviour continues a child will be given a short period of time out with a quiet activity in the story area. Staff will discuss with them how it is important to behave in Wraparound and to reinforce positive behaviour.

If negative behaviour continues the child will be taken to another area and draw or write a story depending on their age or ability. They will be asked to stay there for a short period of time. A staff member will then ask them if they wish to return to play with their friends.

Time out is repeated if necessary. Should negative behaviour continue the parent or carer will be informed as a last resort the Headmistress will be asked to come and speak to them. A star chart may be implemented if this behaviour continues and

stickers given for positive behaviour. Regular egg meetings with all children will be held to discuss Golden Rules and a special person will be chosen to sit in the Egg Chair from the star box.

Positive behaviour is rewarded with stickers, special person awards, Pupil of the Week Award and WOW certificates.

Wraparound works closely with the school and class teachers to encourage positive behaviour within Wraparound, Nursery and School.