

The Ultimate Guide to Club Management

How to offer quality wraparound care at your school.



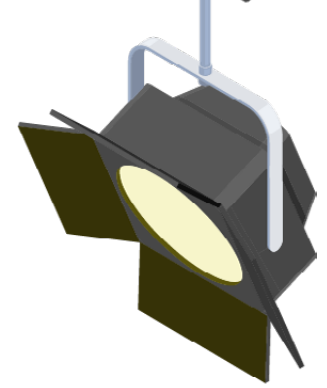
Introduction and contents

'Wraparound care' is childcare that schools provide outside of normal school hours, such as breakfast clubs or after school clubs. It's an essential childcare provision for many families; in fact, a [YouGov poll](#) found that 24% of parents couldn't do their jobs if it wasn't for wraparound care, with that figure increasing to one in three for women.

[Research by NatCen and Newcastle University](#) found that the key factors that influenced take-up of after school clubs included "low cost, ease of access, flexibility, familiarity with the environment, choice and variety of activities and positive relationships with club staff".

Clearly, wraparound care provided by schools has a lot of boxes to tick, and organising and managing wraparound care can be a challenge, but Schoolcomms' club management solution is here to help. [You can find out more about Schoolcomms Clubs here](#). In the meantime, here are some ideas to get you started with your wraparound care offering, or some ways to optimise your clubs going forward.





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Why provide wraparound care?

The legal bit

Strictly speaking, schools don't have to provide wraparound and holiday childcare, but parents do have the legal "right to request" it, and there is [government guidance](#) specifying how schools should respond.

The guidance says that schools should let parents know about their right to request wraparound care, tell them how requests will be collected and set out a reasonable threshold at which the requests will be considered. Schools must then make the decision and inform parents of the outcome in a timely manner – and most importantly, the school should not refuse a request without a good reason and proper justification.

The guidance also outlines the importance of making sure any wraparound care provision takes into account the needs of children with disabilities or SEN, and that activity planning should include these children to foster positive relations and avoid discrimination.

The benefits

Government guidance aside, there are plenty of good reasons to offer wraparound care at your school other than this requirement. Offering breakfast clubs and after school clubs at your school brings with it plenty of benefits to you and your parent community and most importantly, good outcomes for your students.

Providing wraparound care at your school means you can offer essential support, especially for children from disadvantaged backgrounds. For example, running a breakfast club means you are providing those children with a nutritious breakfast and ensuring they don't start the school day hungry, which can be a lifeline for some families, especially in the cost-of-living crisis.

Wraparound care also provides time in which your school can offer extra academic support to children who might be struggling, and can open up opportunities for children to talk to staff about challenges they may be facing either at school or outside of it.

2016 research by NatCen found that participating in organised sports and being part of after school clubs helps to improve academic performance and social skills in primary-age children. The study also found that children who took part in organised sports and physical activities during primary school experienced better social, emotional and behavioural outcomes than those who didn't take part.



But that's just the beginning. Here are some more benefits of offering clubs at your school...

For schools

- An extra income stream to improve care provision and boost your budget
- Positive contributions to the local community by supporting working families
- Better collaboration and trust between your school and the parents



For parents

- Affordable childcare in a familiar, trusted environment
- Added convenience of school and childcare being in the same place
- No impact on their working pattern



For pupils

- Access to exciting activities that they may not be able to access otherwise
- Socialisation with their peers in a more relaxed setting than class
- Activities which boost their confidence, leadership skills, independence and social skills



Government funding and incentives

There's plenty of government help available for your school to offer wraparound care. Here's a brief outline of the different schemes you could apply for:

National School Breakfast Programme

The NSBP is an initiative funded by the Department for Education and delivered by Family Action. The scheme helps schools to offer a free healthy breakfast by offering financial support, help and advice for up to three years.

All participating schools will receive a 75% subsidy for breakfast club provision until the end of the programme, meaning schools pay just 25% of the cost of food and delivery. The NSBP is available to schools which have 40% or more children in Income Deprivation Affecting Children Index (IDACI) bands A-F.

Pupil Premium and Pupil Premium Plus

Pupil Premium is funding provided to school in England, which schools can claim for lower-income students to support with their enrichment and educational outcomes.

School leaders are free to decide what they spend their Pupil Premium on, so it can be put to excellent use funding a breakfast club or after school club to provide disadvantaged children with healthy food, social support and academic help.

Tools like Online Free School Meals make it easy for schools to identify which children may be eligible, so you can calculate how much Pupil Premium you could claim.

Pupil Premium Plus is a newer initiative under which additional funding is given to schools to provide for children who are looked-after or in care, or have been in the past. This funding also goes into a collective pot for schools to decide how best to spend it.

Primary PE and sport premium

The PE and sport premium is a government grant that's given to all primary schools, and must be used "to make additional and sustainable improvements to the quality of the PE, sport and physical activity they provide". You can therefore use the premium to establish, expand or fund your sports clubs.

It can be difficult to provide the best experience for children when budgets are constantly being squeezed.



Here are some ideas to help you make your clubs money work harder...



Put on a show

A fun idea that will get children engaged and impress parents, but for very little investment, is a performance-based activity like a choir, drama club or even public speaking. Once you've chosen the source material, all that's left is to practise every week!

You could even work towards a final performance or competition entry, so children can show their families what they've been up to and feel proud of their achievement.



Get creative with low-cost equipment

You can run plenty of fun and exciting activities for a low cost. Gardening club is a classic example of this, with a small outlay for pots, soil, watering cans and seeds providing a whole term of entertainment and education as the children learn more about gardening and watch their plants grow. Possible alternatives could include origami, football, yoga, poetry, politics, eco club...the list of academic, social and physical activities with small equipment costs is practically endless!

Look out for opportunities to ask for donations, or things being given away for free in the local area, to cut costs even more.



Ask parents

Impressing parents with your wraparound care offering can be a tall order, so the best care starts with finding out what they want from your provision – more on that later!

You may learn that they are willing to pay extra for certain activities, such as enlisting a teacher for musical instruments or ingredients for the children to learn basic cooking skills, so your club budget doesn't have to cover all of the costs.

Providing the best wraparound care

Ask parents what they think

Families should always be central to the care in place for their child(ren), so providing the best wraparound care [starts with engaging parents and involving them in the process](#). Surveying parents to find out what they want to see from your wraparound care provision is ideal, as it will tell you exactly how to set up or improve your provision to meet their needs, and will help to improve collaboration as parents will feel their input is valued.

This approach could also extend to social workers and anyone else such as extended family members who are involved in the child's care, to ensure everyone is on the same page.



Separate clubs from school

An important, but tricky, balance to strike is the one between making sure breakfast clubs and after school clubs are seen as separate to school time by the children, and maintaining enough familiarity that they feel safe and comfortable.

You can achieve this by hosting the breakfast club or after school club at school but not in a classroom, or in a classroom made to look different for club time, to create the distinction.



Policies and procedures

It's easier said than done, but effective organisation and management is essential in wraparound care. How much planning you'll need to do depends on numbers, the facilities you have available, any additional needs the children attending may have, and so on. In terms of staffing, the Out of School Alliance recommends a ratio of 1:8 for children up to the age of eight, and 1:10 for children above.

You will also need to have a solid foundation of policies and procedures in place. Some policies are required by law (the Welfare and Safeguarding Requirements of the Statutory Framework for the Early Years Foundation Stage (2017), to be precise), and others are implicitly required or imposed by other legislation.

These include administering medication, complaints, missing child, safeguarding, staff behaviour and visitor policies, to name just a few, so it's essential you cover off these requirements to operate legally.



Here are six tips to providing the best wraparound care...

Engage with parents to find out what they want to see from your wraparound care provision, such as the time(s) at which they would like care to be provided, what activities should be on offer, what they would be willing to pay, and any other factors which are important to them.



Involve the children attending the club in choosing the activities to guarantee their engagement and enjoyment and help to boost their confidence.



Help children to separate breakfast clubs and after school clubs from school time by hosting clubs in school but not in a classroom, or making classrooms look different for club time.



Choose club activities that tie into the curriculum or ongoing school initiatives, like mental health or anti-bullying, to foster a 'whole-school' approach.



Create a plan and schedule for your wraparound care, and have contingency plans in place for situations like staff illness or school closure to minimise the risk of disruption.



Have written policies and procedures in place, even if not required by law, to help less experienced staff find guidance on dealing with situations and give parents and families peace of mind.

How a club management solution can help

The simplest way to increase uptake and run effective wraparound care is to make doing so easy for everyone involved. Too often, school staff are bogged down with administrative tasks that only make running clubs difficult. That's where club management solutions, like [Schoolcomms Clubs](#), come in. Here's how they can help:

Flexible payments

Forget envelopes of cash and keeping paper records: club management solutions let you offer cashless payment options, with digital reporting and invoicing to make it easy for you to keep track of your income. They also enable schools to require payment upfront or let parents go into arrears, process termly and "pay as you go" payments, and apply financial help like childcare vouchers, to be inclusive of everyone in your school community.

Easy bookings

Club management solutions' booking systems are designed to let users view all the clubs a school offers at once, making it simple for schools to get the word out about new clubs and encourage children to try a variety of things. Parents can make, edit and cancel bookings online for whole terms or individual sessions, while number caps help to avoid oversubscription.

Peace of mind

Club management solutions, like Schoolcomms Clubs, let you communicate easily with parents and keep pupils safe. Using their messaging functions, you can communicate with parents of club attendees either in bulk or individually: no more notices on doors or frantic phone calls when clubs are moved or cancelled.

"It's a great time saving tool; no more typing up daily registers for wraparound care. Everything you need is there at the touch of a button. We now have easy monitoring of numbers in clubs, and what we've saved in time, releasing our staff to do other things, it probably pays for itself."

Todmorden Church of England Primary School



Here are some things to consider when choosing your club management solution...

1

Central platform

Can you manage all your school clubs and wraparound care from one central location using this solution?

2

Efficiency

Will the solution streamline your club management and save teachers and admin staff precious time?

3

Integration

How does the solution integrate with your current software? Will there be a time or cost investment to get it up and running?

4

User-friendly interface

Is the solution easy to use for parents and school staff? Does it work alongside familiar software to limit the need for training?

5

Online bookings

Does the solution completely remove the need for manual bookings? Can sessions be booked flexibly for parents who need to work around commitments?

6

Boosting uptake

Does the solution help to show parents and children all the clubs on offer at your school, to encourage students to try different things?

7

Payments

Can the solution take online payments, and does it have flexible options like arrears or accepting vouchers? Are these options inclusive for all your parents?

8

Communication

Will the solution enable you to contact parents with updates on your clubs and payment reminders? Does it facilitate two-way communication?

9

Reporting

Does the solution help you run reports to unlock insights into your clubs and improve your offering? Are you able to easily track club attendance and payments?

To find out more, or to book a consultation
with our club management specialists, visit
parentpay.com/schoolcomms/request-more-information

