



## Wrap around provision policy

<b>Policy:</b>	Wrap around provision policy
<b>Approved by:</b>	Governors
<b>Date:</b>	February 2025
<b>Review cycle:</b>	Three-yearly

## VERSION CONTROL

VERSION	DATE	AUTHOR	CHANGES
V1	September 2019	M Parkin	
V2	January 2024	A Cummings	Updated and reviewed
V3	February 2025	J Bailey	Add formal terms and conditions – clarity of booking, payments. Change of name to encompass lunch time offer for EYFS children

## Statement of Intent

*Together we love, learn and flourish.*

At St Mary's we nurture each other to develop our sense of wonder about the world around us and discover our place in it. We draw inspiration from the parable of the mustard seed, a tiny seed that grows into a mighty tree, symbolising the potential within us all to flourish. We encourage our children and wider school community to know that by showing love, acting justly and giving thanks we can become curious, courageous and compassionate individuals who can make a positive impact on the world that God created.

*'Let all that you do be done in love'  
1 Corinthians 16:14*

The wrap around provision at St Mary's C of E primary school exists to provide high quality out-of-school hours childcare for our parents led by current members of school staff. They provide a wide range of stimulating and stimulating activities in a safe environment within the school's ethos.

### Opening Times:

Breakfast Club operates from **7.30am – 8.45am** daily during term time.

After School Club from **3.30pm-5.30pm** daily during term time.

Lunch club for EYFS children from **11.45-12.45pm** daily during term time.

In consultation with parents, the last after school club of each term will finish at 4.30pm (payment will be adjusted to reflect this)

### Costs:

Breakfast Club is **£4 per session** for a first child and **£3.40 for any other siblings.**

After School Club is **£8 for the first child** and **£6.80 for any other siblings.**

Lunch club for EYFS is **£4 per session**

- Parents will be given 2 weeks' notice of any price increase.

### Meeting the standards for wraparound provision

The school is aware of its obligations in ensuring that the school's model of wraparound provision meets the minimum standards. The school is also aware that its responsibilities will vary depending on the delivery model chosen; however, in all cases, the school's wraparound childcare provision will:

- Meet minimum safe standards of childcare and adhere to the law.
- Have trained staff who follow robust and effective safeguarding practices
- Be inclusive
- Follow all health and safety policies and procedures in line with school
- Staff will be suitably trained in first aid and food preparation
- Ensure resources are safe, stimulating, varied and age appropriate

### Admissions:

Only children attending St Marys CE Primary School are eligible to attend Club. Wraparound childcare provision will be made available to children aged 4 to 11 in full time school, children accessing our Nursery provision are not eligible to attend.

To ensure children are safe within the provision we must adhere to strict staff to children ratios. In order to provide this we can offer 15 spaces per adult for each breakfast club and 15 spaces per adult for each after school club.

### Booking sessions:

- Sessions MUST be pre-booked at least 48 hours in advance using our online booking system.
- Sessions MUST be pre-paid before children can access the provision
- Bookings will be closed 48 hours prior to the clubs session
- Places are booked on a first come, first served basis. Once the club is full, no more bookings will be taken.

- Sessions can be booked in bulk for each half term, this will ensure you have a place for your child well in advance.

**Cancellations:**

- We require a minimum of 24 hours' notice to cancel any place. Any cancellation after this time will still incur the session charge unless your child is ill.
- Where school cancels a session, the payments will be refunded

**Arrival & Collection:**

- Children should be brought to the main school door and will be buzzed through to the hall doors to drop off/collect their children.
- Parents should press the doorbell in the main entrance to alert the member of staff of their arrival.
- School staff will escort children to the relevant classrooms at the beginning of the school day.
- Children will not be allowed to walk home from after school club.
- Staff will carry the school phone on them when the office closes, anyone needing to contact can phone the school number 01623822518.
- *NB: Where a child has attended after school club due to not being collected on time, parents will be charged for the session. See Collecting children policy for more details.*

**Daily Routine:**

- Children can attend from 7.30am onwards following the drop off arrangements as above.
- Breakfast is served until 8.30am, children arriving after this time will not be offered breakfast unless in an emergency
- At 8.35am the children will tidy up, so encouraging them to take responsibility for the environment
- At 8.45am – Children will be escorted to their appropriate classroom.
- At the end of the school day, children will be escorted to the after-school club by their teachers.
- The children will be given a healthy snack and drink.
- Parents are allowed to send their child in with a packed-dinner from home if they wish.
- Activities will be provided for children attending after-school club from 3.30-4.45pm (These may be inside or outside, children will be supervised at all times)
- A healthy snack will be provided at 4.45pm, children will be encouraged to help make these and tidy away
- Children are supported to tidy the after-school club at 5pm and provided with time outside.
- Children collect their belongings at 5.25pm ready to be collected at 5.30pm

**Food and Drink:**

Children will be offered a breakfast in line with the School Food Standards. Children will be offered water throughout, other low sugar drinks will be offer at times. Children will be provided with a range of healthy food choices for breakfast and after-school club. Menus will be provided to children and parents.

**Activities:**

A range of activities will be on offer throughout breakfast and after-school club. Each breakfast club will ensure 10 minutes of physical activity is planned along with a range of resources and equipment such as colouring and board games. After-school club provision will be more carefully planned with activities offered each day for children to access alongside at least 20minutes of physical activity and use of the outdoor space (weather dependent).

**Behaviour:**

Whilst attending Breakfast and Afterschool Club, the school behaviour management policy applies at all times, including the rewards and sanctions. The children are expected to:

- Follow the St Mary's Way
- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities
- Ask for help if needed.
- Enjoy and make the most of their time in the club.

**First Aid:**

- Any accidents which occur at either club will be recorded in the school accident book and reported to the parents in the normal manner when collected by their parents.
- Accident will be recorded in line with our first aid policy.
- All school staff are first aid trained. Parents of any child who becomes unwell during the club will be contacted immediately.
- Parents of any child who becomes unwell during the Clubs will be contacted immediately.
- Staff will be made aware of any medical/dietary needs of the children attending the club. Suitable alternative food will be provided where needed and in consultation with parents.
- Staff will administer medicine if required in line with our administering medicines policy.

**Procedure for Payment of Fees:**

- Payment MUST be made at the time of booking, by booking the correct session using the online payment system.
- Booked sessions are non-refundable unless a child does not attend due to illness, this will then be refunded back onto the child's account.
- If the school cancels a session, this will be refunded by adding credit onto the child's account being.

**Late payment/Non-payment:**

- Payment for clubs is required in advance. Where payment has not been received and debt is accrued children will not be able to attend until full payment is made.

**Late Collection:**

- Where a child has not been collected for after school club, the leader will contact parents immediately.
- Where a child is not collected by 5.30pm a £15 charge will be implemented for every 15mins that the child is not collected.
- *See Collecting children policy for more details*

**EYFS Lunch time provision:**

- We offer lunch time provision for children attending our nursery from 12-12.45pm. The cost of children accessing this provision is £4 a day. This must be pre-booked and paid for in advance as per the conditions above. Children can bring a packed lunch from home or are able to book a school lunch using our online payment system. Menus and prices can be found on our website.

**Links to related policies:**

- Safeguarding & Child Protection
- Charging & remissions Policy
- Behaviour Policy
- Anti-bullying Policy
- Administering medication
- First Aid Policy
- Collection of pupils policy
- Travel to and from school policy

**Review:**

- This policy will be monitored and reviewed annually

- The School Governing body reserves the right to review and amend this policy from time to time, as appropriate.