



## Wrap Around Care Policy

Updated: February 2025

Date of next review: September 2025

Governor Committee: Pupil Welfare

## **Background and Rationale**

“At Devonshire Road Primary School we strive to provide a secure and nurturing environment in which children achieve, rise to challenges and learn and grow with pride and confidence.”

(Mission Statement)

**“Be Kind; Be Curious; Be The Best You Can Be.”**

(Our three school rules)

Devonshire Road Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a full time or a part time basis. The after school sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability. This childcare provision is an extension of Devonshire Road Primary School and therefore operates in line with the school’s policies and procedures; ethos and values and high expectations standards in all areas.

The wraparound care staff members are all employees of the school. Therefore, they have the necessary qualifications for safeguarding, behaviour management and first aid. In addition to these, food hygiene training has been completed by all staff. All necessary information about medical, learning and social and emotional needs is passed onto staff working in our wraparound care.

It is the wish of everyone involved Devonshire Road Primary School’s wraparound care provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child’s learning and ensure wellbeing and well-rounded development.

## **Roles and Responsibilities:**

### **Headteacher:**

- ensure that the highest standard of care is delivered at our wraparound care through monitoring
- ensure that there is a designated safeguarding lead on site/available
- ensure that there is equality in access, including affordability
- deal with any concerns that may be raised by parents and carers in a timely fashion

### **Staff**

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for each child
- provide breakfast or afternoon snacks and drinks
- inform parents/carers of any concerns which may affect their child’s progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss their child’s individual needs
- contact parents/carers if there is a problem with their child’s health, wellbeing or behaviour

- encourage children to take care of their surroundings and others around them
- escalate any safeguarding concerns immediately to the designated safeguarding lead on site.

### **Children**

- Follow our school aims at all times:
  - Be Kind
  - Be Curious
  - Be the Best You Can Be
- Have fun!!

### **Parents and Carers**

- Book into the after school sessions via the MCAS App or the school office
- Ensure that your child/ren is dropped off and/or collected on time by a responsible, known adult
- Contact the school promptly if there is a change in adult arrangements
- Support and demonstrate the school's aims: Be kind; be curious; be the best you can be
- Support and adhere to the Wraparound Care Policy
- Inform the school of any concerns or problems that might affect your child's wellbeing or behaviour
- Sign the parent/carer agreement.\*

\*This agreement forms part of the Admission form and must be signed and returned before starting either the Breakfast Club or After School club (see appendix 1).

### **After school Club facts:**

#### **Who is it for?**

Our after school club is open to all children from EYFS – Year 6.

#### **What are the timings?**

After school until 5:15pm.

#### **How much will it cost?**

£5 per session.

Sessions are pre-booked for the half term. Non-attendance will still be charged unless your child has been sent home ill from school or hasn't attended that day due to illness. Other exceptional circumstances may be considered, at the Head Teacher's discretion. Late collection will incur a £5 penalty for every 5 minutes of non-collection.

#### **What will the children do?**

Your child will receive a healthy snack and access a range of activities. These activities will be adapted to their preferences and needs. Children also have an opportunity to be supported with their homework and reading.

#### **How do I book a place?**

We have space for a maximum of 38 children in our after school club. You can book a place via the MCAS App or by contacting the school office.

#### **Casual use of the club**

If a parent/carer is struggling to pick their child up, they may ring us to see if there is space that day. We cannot guarantee that they will be able to use the provision but we will do our best to help out.

If a parent/carer is more than 15 minutes late for pick up and hasn't notified us, we will place the child in the after school club if there is space. Parents/carers will then be charged £5 for the session (please refer to our Late Collection Policy).

### **Breakfast Club**

### **Who is it for?**

Our breakfast is open to all children from EYFS – Year 6.

### **What are the timings?**

7:45am until the start of school.

### **How much will it cost?**

£2.00 per session.

### **What will the children do?**

Within the £2.00, your child will receive a breakfast and access a range of activities. These activities will be adapted to their preferences and needs. Children also have an opportunity to be supported with their homework and reading.

### **How do I book a place?**

No need, you can just come along.

### **How do I make payments?**

After school club: we ask that payments are made on a Monday for that week. If it is a last minute booking, payment should be made on collection of your child.

Breakfast Club: payments can either be made in advance, if you are aware of the days that your child will attend that week, however, as this is a drop in session, we ask that £2.00 is sent with your child on the day they attend.

Payments can be made using cash or via the MCAS App.

### **Problems with payments**

We believe that our wraparound provision charges are reasonable and affordable for our families. We rely on parent/carer payment in order to provide this wraparound provision.

Balances are monitored closely each day and the office will contact parents/carers on Friday afternoon to discuss non-payment for sessions attended at either of the clubs that week. In this instance, you will be asked to make payment when you collect your child or at the latest on the following Monday morning. The school will endeavour to support parents/carers in ensuring that they do not incur mounting debts.

If, despite verbal requests, a debt rises to more than the cost of a full week's sessions (breakfast club £10/ after school club £25), a letter will be sent detailing a deadline for payment. If no payment/response is received, the parent/carer will be asked to attend a meeting with the Head Teacher or School Business Manager in order to discuss a resolution.

We will always endeavour to support our parents and carers and encourage them to speak with us if they are finding payment difficult. However, in certain situations, it may be appropriate to suspend a child's place at wraparound provision when payment is in arrears.

### **Free places for vulnerable children**

From time to time the school may identify a child/children who for a variety of different reasons, would hugely benefit from a free place in our breakfast club. The decision to offer such places is sole the responsibility of the Head Teacher.



# Appendix 1

## After School Club

### Registration Form and Parent/Carer Agreement

The after school club is held in the school annexe and runs from 3:30pm to 5:15pm.

The cost is £5:00 per session. Late collection will incur a £5 penalty for every 5 minutes of non collection. Non-attendance will still be charged unless your child has been sent home ill from school or hasn't attended that day due to illness.

The cost will include a healthy snack and activities arranged by the staff on site.

In order to forecast numbers and plan staffing ratios carefully, a minimum of a **week's notice** is required for **extra** attendance at the after school club. If a parent/carers is struggling to pick their child up, they may ring us to see if there is space that day. We cannot guarantee that they will be able to use the provision but we will do our best to help out.

If a parent/carers is more than 15 minutes late for after school pick up and hasn't notified us, we will place the child in the after school club if there space. Parents/carers will then charged £5 for the session.

**Regular weekly fees** will be paid in advance each week preferably through SIMs Pay although we do accept cash. If you would like to pay in cash it must be on the first day of attendance for that week in an envelope with your child's name on with the correct money enclosed. Fees should be handed in directly to a member of staff at the school office.

4 weeks of notice is required should you no longer require your place at the after school club or if the number of sessions the child attends is to be reduced, fees will still be charged during this notice period. All payments need to be received by the **first day** of the forthcoming week to ensure attendance at the after school club.

**A child's continued place at the after school club is dependent on continued payment of fees and prompt collection.**

*See overleaf*

**Registration** (name of child)..... **Class**.....

to start on (date): .....

for ..... number of *sessions/days* per week.

**Operational hours:** These are during school term dates only **and exclude Inset days** at Devonshire Road Primary School

Days required	Mon	Tues	Wed	Thurs	Fri
Please state anticipated collection time					

Weekly fees are: .....

**Signed:** .....**Parent/carer** **Date :**.....

**Signed:** .....**School Business Manager**

**Date :**.....

**Please note that:**

- A copy of insurance policies is available on the Notice Board for parents/carers to ensure that their needs and those of their child are met.
- Children should follow the same rules as they do in school with regard to behaviour and support the school club staff to ensure the safety of all attendees.
- **The school's usual policies** apply to the after school club and can be found on the school website.
- Places will be allocated on a first-come, first-served basis. We will prioritise children who have social care involvement and ensure that siblings are catered for together.

**Agreement between parent(s)/carer(s) Before and After School Club:**

- I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of the after school club.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from the after school club immediately if I am informed that he/she is unwell.
- I agree to collect my child from the after school club by 5:15pm and no later.

**Name of parent/carer 1:.....**

**Signature of parent/carer .....Date:.....**

**Name of parent/carer 2 .....**

**Signature of parent/carer.....Date:.....**

**Signature of School Business Manager:**

**..... Date.....**