



Wrap Around Policy

Status	Current
Maintenance	Pupil Welfare
Approval	Pupil Welfare
Date Active	20 th April 2026
Review Date	31 st July 2027
Signed by	 Mrs E Hodge (Headteacher) – 05/05/2026
	 Mrs K Edern (Chair of Governors) – 05/05/2026

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 – ASC Mobile 07777 496651
- 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
- Agree to the Terms & Conditions

*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.

The wraparound club is open to all pupils aged from EYFS to Year 6 who attend Devonshire Road Primary School and pupils from other local primary schools.

What are the timings?

- After-school provision (option A) — 3:30pm to 5:00pm. Includes a substantial hot or cold tea served once during the session
- After-school provision (option B) — 3:30pm to 5:45pm. Includes a substantial hot or cold tea plus an additional light snack later in the session.

How much will it cost?

- 3:30pm to 5:00pm - £6.00/session
- 3:30pm to 5:45pm - £10.00/session
- Sibling charges attract a 20% discount
- Non-Devonshire Road children - £12.00/session (includes mini-bus transfer from primary school, parent/carer to collect from DRPS) A completed registration form is required for all non-Devonshire Road pupils.

We encourage DRPS parents/carers to pre-book in advance on MCAS to ensure that sufficient supervision is available for each session. Non-attendance for pre-booked sessions will still be charged unless your child has been sent home ill from school or hasn't attended that day due to illness.

- If you have booked the early session to 5:00pm but your child is not collected by 5:00pm, you will be charged £10 for that evening's attendance at the club
- If a child remains on site beyond 17:45, a late-collection penalty of £5 for every 5 minutes (or part thereof) will be charged from 5:45pm until collection.

How do I pay?

- Via the MCAS App
- Cash/ card at the school office
- Through the Government's Child Care Vouchers Scheme

What will the children do?

Your child will receive a substantial hot or cold meal and healthy snack (for children leaving after 5pm) and access a range of activities. These activities will be adapted to their preferences/needs & weather. 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 60 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 20 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 £6 for the session (please refer to our Late Collection Policy).

External Pupils using After School Club

- Required contact information (included within the registration form appendix A.):
 - Email address and mobile telephone number for at least 2 contacts
 - Information will be stored within the school's Wraparound drive
- How do I pay:
 - Via bank transfer to the school fund account (account details provided upon registration)
 - Through the Government's Child Care Vouchers Scheme
 - Cash/Card in advance, payable to the club managers
- Children with additional learning, medical, dietary needs:
 - Parents/carers to share known learning, medical and dietary needs on their initial registration form
 - Club managers may liaise with the child's school for further information
- Children who require additional support to stay safe or regulated need:
 - Parents/carers to have a conversation with the Devonshire Road SEND team prior to initial registration.

Breakfast Club

Who is it for?

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

What are the timings?

7:30am until the start of the school's 30-minute free breakfast club at 8:30am.

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/card 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.

#

What will the children do?

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. 8:30am – 8:45am – children will have the choice of cereals, fruit, yoghurts and toast/bagel. They will eat in the hall and have access to the activities.

8:45am-9:00 – children can grab a slice of toast/bagel or piece of fruit and go to class to access Early Morning Task with the rest of the class.

How do I book a place?

No need, you can just come along.



Appendix 1

After School Club

Registration Form and Parent/Carer Agreement for Non-DRPS Students

The after-school club is held in the school's modular unit and runs from 3:30pm to 5:45pm.

Costs are set out within the body of the Wraparound Care Policy

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

Regular weekly fees will be paid in advance each, via cash or card with one of the school's After School Club managers.

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.

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

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					

Please provide details of any learning, medical or dietary needs:

Signed:**Parent/carers** **Date**

Signed:**After School Club Manager**

Date

Please note that:

- Children should follow the same rules as DRPS pupils 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.
- It is the responsibility of the parent/carers to disclose any additional needs, dietary needs and medical

needs upon registration.

- By signing this form the parent/carer gives permission for DRPS to contact the child's primary school to share relevant data. If this situation arises, the parent/carer will be contacted in advance and will be provided with details of the reasonable justification for this intended data sharing.

Agreement between parent(s)/carer(s) Before and 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 5:45pm 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 After School Club Manager:

..... Date.....

After School Club Terms and Conditions (DRPS pupils only)

- After School Club welcomes children from Reception up to Year 6.
- If you would like to register your child for a place in club, please use the MCAS App or contact the school office.
- The club runs from 3:30pm to 5:45pm daily, through the academic year.
- Payment for sessions can be made through the MCAS App, at the school office or through the Government Child Care Vouchers Scheme.
- When making a booking, the correct hours required should be selected so that club can be staffed accordingly.
- Parents/Carers can amend or cancel any sessions via the school office up to the **cut off time which is 1 day (24 hours) prior to the start of the club**. If parents/carers need to make a booking outside of this window (i.e. in case of an emergency), please contact the school office.
- If your child does not attend a session that has been booked and not cancelled in advance, this will still be charged in full. An exception will be made if your child is absent from school due to illness or has a medical appointment.
- If your child attends for less time than the session booked, the full session charge will still apply. Exceptional circumstances will be considered at Head Teacher's discretion.
- If you book for less time than your child attends, additional charges will apply.
- Parents/Carers should inform the Club Managers of any allergies, medical conditions, dietary requirements etc. so that individual needs may be catered for.
- Children who attend until 5:00pm will be served a substantial hot or cold tea.
- In addition to the aforementioned tea, children attending the club beyond 5:00pm, will be offered an additional light snack later in the session.
- If a child is collected late, after 5:45pm, there will be an automatic charge of £5 for every 5 minutes (or part thereof).