



Wraparound Policy

Document History

CREATED: (Updated)	September 2024
By:	Principal
Version:	1
REVIEW FREQUENCY:	Bi-Annually
REVIEW DATE:	September 2026

Introduction

At Easterside Academy, we are very proud to be able to offer a Wraparound Care facility (high quality out-of-school hours childcare) to our pupils and parents. The Wraparound Care service is available to Reception – Year 6 pupils that are registered at Easterside Academy. We provide a welcoming, safe, secure environment for pupils from 8am to 8.45am and after the school day ends until 5:30pm.

The Wraparound Care facility provides a range of stimulating and creative activities in a safe environment.

Wraparound Care is run by Easterside Academy support staff. The Breakfast Club operates from 8am – 8.45am during term time. The Afterschool Club operates from 3.10pm – 5.30pm during term time.

Morning session

To ensure the highest standards of safety, parents are required to escort their child to the KS2 Entrance door where they will be handed over to our staff.

8am-8:30am: Children are served breakfast.

8.30am: Tidy up time - encouraging the children to take responsibility for the environment.

8.35am: Children collect their coats and bags.

In line with our staggered starts to the school day, children will be taken to class by our staff and handed over to the class teacher/teaching assistant.

After school session

At the end of the school day, children are collected from their class and taken to the Wraparound room where they are supervised by a member of our team.

4:15pm: Children get a light tea. Children choose from a range of structured activities and play (both indoors and outdoors).

5:15pm: Tidy up time - children are encouraged to take responsibility for the environment.

5:30pm: Latest collection time.

Collection

Children are collected from the Wraparound room by a parent/guardian or named person over the age of 16 years. To ensure the highest standards of safety at the end of the school day as children move from one setting to another, parents should not collect children from the playground at the end of the school day if they have been booked into Wraparound. If a child needs to be collected at the end of the day and will not be attending Wraparound, parents can inform the school office who will then inform the wraparound team and the class teacher.

Absence

Please notify the office on the morning of any absence or if your child will not attend on a particular day on 01642 273006.

Uncollected children

If a child has not been collected by 5.30pm, parents will be contacted in the first instance by telephone. Additional contacts provided by the parents will be telephoned in the second instance. We also reserve the right to charge a late collection fee.

First 5 minutes charged at £5

Over 5 minutes charged at £13

Behaviour

Wraparound Care follows the same positive behaviour policy as the school which applies at all times and ensures the safety and wellbeing of all pupils. If the behaviour of a pupil is consistently a cause for concern, we reserve the right to remove their place.

First Aid

The school first aid and administration of medication policy applies at all times. If a child who becomes unwell during the session, parents will be contacted by a member of our team. If a child is sent home during school hours, the school office will inform our team of their absence.

Related Whole School Policies

Wraparound Care is an extension of the school therefore all school policies apply to the running of this provision. Of particular note are:

Safeguarding and Child Protection Policy

Equal Opportunities Policy

Health and Safety Policy

First Aid and Administration of Medicines

Intimate Care Policy

Online Safety Policy Behaviour Policy

A copy of this policy available on the school website. Parents must sign an agreement to adhere to the terms of this policy when registering for Wraparound Care provision.

Wrap Around Care - Terms and Conditions for Parents/Guardians

All fees must be paid in advance at the time of booking via your MCAS account and are non-refundable once a booking has been made. Please inform our team by phoning the school office on 01642 273006 if your child is absent from school or not attending a session. We are unable to take same day booking requests.

Breakfast Club - to ensure the safety of your child, please escort them to the door.

After School Club - please inform a member of staff if your child is attending an extra-curricular activity in school and needs to be collected by Wraparound Care.

After School Club - please inform our team by calling the school office if a different person other than the named person on the registration form will be collecting your child.

To keep our fees low, we reserve the right to charge for missed booked sessions due to illness. This is due to staffing ratios being considered in advance at the time of booking.

If your account falls into arrears, your place may be withdrawn. If your child requires medicine whilst at the club, parents are required complete a medicine form available from the school office and hand the medicine to an adult.

Please inform us by telephone message or letter if you no longer need the service.
