



St Andrews Primary Wrap Around Care Policy



Policy written by: Rachel Mills

Created: 15.07.2025

Implemented: 01.09.25

Grow and Flourish



Introduction

This policy covers the provision and operation of care and activities outside of the school day. St Andrews' Wrap Around Care is a community facility for the benefit of pupils who attend the school. Its mission is to provide quality care and play opportunities for our children. Our Wrap Around Care Sessions will be run by qualified and DBS checked members of staff.

Pricing

- Morning Session (7.45 – 8.45am) - £5.20
- Afternoon Session 1 (3.30 – 4.30pm) - £5.20
- Afternoon Session 2 (3.30 – 5.15pm)- £9.05
- Afternoon Session 3

The morning session will include a healthy breakfast. The afternoon Session 2& 3 will include a drink and a snack. Fruit and water will be available for all children at all times.

Please Note – Session charges will be reviewed periodically. Parents will be notified of any changes in advance.

Booking

A registration form must be completed for all children who attend Wrap Around Care using a Google Form.

Bookings must be made one half term in advance with full payment made online (Arbor).

Ad hoc or flexible bookings can be made via Class Dojo or telephone, as long as payment is made immediately. These bookings are subject to availability. Please call the office on 01827 373266 to make any additional bookings.

If a child is not collected by 3.40pm, they will automatically be taken into Wrap Around Care and parents will be charged the normal ad hoc rate for each session. If this happens regularly, the headteacher will be notified and parents will be asked for a meeting.

Cancellations

Please let the school know of any cancellations ASAP. There will be no refunds for sessions that are not attended. Extenuating circumstances such as extended periods of illness will be considered on a case by case basis.

In the event of Wrap Around Care being cancelled, a credit will be carried forward on their account. The school will notify parents of any sessions that are cancelled ASAP.

Grow and Flourish



Late Collection Fees:

Wraparound Care finishes at 5:15pm. If you are delayed for any reason please telephone school (01827 383245) to let us know as soon as possible. A late payment fee will be charged if you collect your child late, or after wraparound has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child is uncollected after 5:30 pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact the Social Care team.

Our club aims to:

- Provide a simulating and safeguarding environment for children to develop as individuals.
- Treat each child as an individual, regardless of gender, ethnic origin, disability, religion or background.
- Ensure that our services meet the needs of children, parents and carers at all levels.
- To provide a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- To undergo regular monitoring and evaluation of our services.
- To provide equal opportunities for all.
- Staff will follow all school policies whilst running Wrap Around Care.

What we expect from children, staff and parents:

- To be kind and helpful.
- Politeness, consideration for others and good behaviour (the schools behaviour policy must be followed whilst in Wrap Around Care).
- Sharing games and toys provided and treating them with care.
- No strong language from anyone.
- No bullying.

Conditions and Routines:

Morning (Session 1) – Parents should bring their child to the club and notify a member of staff of their arrival. Your child must be signed into the club for the morning session and the time recorded. As morning club will take place in Class 2, parents can bring their child to the main door and ring the bell where a member of staff will greet them. At the end of the session, a member of staff will escort the children to their classroom.

Grow and Flourish



Afternoon – At 3.30pm your child will be escorted to the club by a member of staff. A register will be taken to make sure all children are there. Any missing children will be investigated as per our Lost of Missing Child Procedure. All children will need to be signed out and the time recorded. The evening sessions will take place in Class 2, so parents are required to come to the main door and a member of staff will bring their child to them.

If a parent is running late they are required to call the school office on 01827 383245. If there is no answer, a message can be left and this will be picked up by staff during the session.

Induction for new children:

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- The Club's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Club and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Club and allocated a 'buddy' who will assist them with finding their way around and involving them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Club environment.

Play:

- Our aim is to provide a happy and safe environment; to help the children to learn through play and to develop freely.
- There will be a range of activities for the children to take part in such as outdoor play, craft, board games, iPad, reading, cooking, film club etc.
- No rough play is allowed.

Behaviour:

- Children will be praised for good behaviour.
- Each child knows what is expected of them.
- Children must follow the school's behaviour policy.
- If bad behaviour is persistent, a meeting with the parent and carer will be requested.
- We reserve the right to exclude any child from Care Club for persistent poor behaviour.

Safety Guidelines:

- A ratio of 1:8 for KS1 and 1:10 for KS2

Grow and Flourish



- A First Aider is on duty at all times.
- A daily risk assessment is undertaken on the indoor and outdoor areas.
- Children are required to wash/sanitise their hands before eating.
- All accidents are recorded in the accident book and parents will be notified.
- Collection is by an authorised person only unless notification is received.
- Uncollected children will be dealt with in accordance with our procedure.

Other policies:

- Safeguarding
- Administering medicines
- Behaviours
- Health and safety
- Disability and equality
- Attendance
- Fire safety
- E-Safety
- Complaints
- GDPR