

"A cord of three strands is not easily broken"
Ecclesiastes 4:12



Weeting Primary School Wraparound Care Policy



Written: September 2026
Review Date: September 2027



RATIONALE

The Breakfast and After-School Club exists to provide high quality out-of-hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment and is run by staff from the school. Breakfast and after school club, with 30 places, offers care for children in Nursery to Year 6. It is our aim to run this club as efficiently and as fairly as possible and as such, this policy will be reviewed annually, to help us to achieve that.

Parents/carers need to be aware that it is not the school's responsibility to provide parents with childcare, nor are we obliged to. We will do our best to accommodate as many children as we can. We ask that parents/carers are mindful of the fact that, spaces are limited and in high demand and to work with us to prevent abuse of the system, to ensure that we can continue to maintain this wraparound care.

CLUB TIMES

The Breakfast Club operates from 7:40am – 8:40 am during term time.

The After-School Club operates from 3:15 – 6.00 pm Mon-Fri during term time.

Breakfast Club and After School Club is located in the Chestnut Annex classroom.

WHO DELIVERS OUR CLUBS?

Birch Breakfast Club is run by Mrs Stubbins.

Apple After School Club is run by Mrs Stubbins and Mrs Palmer.

CLUB CHARGES

Birch Breakfast Club runs from **7.40-8.40am** at a cost of **£5.00 per session**. Children are provided with a breakfast of either toast or cereal.

Bookings for Birch Breakfast Club must be made by 6pm on the previous day. On the day bookings will not be accepted.

Apple After School Club runs from **3.15-5.15pm** at a cost of **£3.50 for the part session (3.15-4.15 pm)** and **£5.50 (3.15-5.15pm) for full session**. Children staying for a part session will receive a drink, yoghurt or toast and fruit. Children staying for a full session will get a light tea consisting of pitta pizzas, pasta, soup or a toastie.

Bookings for Apple After School Club must be made by 10am on the day required. Bookings after this time will not be accepted.

There are no sibling discounts or discounts for pupils going into after school club after another club or sporting activity.

BOOKINGS AND CANCELLATIONS

We are flexible with days attended, as we realise that many parents work shifts and that these can change periodically. You are not required to have the same days each week.

ALL bookings MUST be made via MCAS. Birch Breakfast Club sessions must be booked by 6pm on the previous day and Apple After School Club sessions by 10am on the day required. Staff running the clubs will NOT be able to book or cancel sessions. This is to ensure an accurate register can be maintained, staff/pupil ratios adhered to, to ensure fairness and to avoid places being double booked or indeed lost. Ad Hoc bookings *may* be considered for emergency situations for parents, this however, is at the Head's discretion.

Nursery children will be considered for a place if spaces are available. This is at the discretion of the Head Teacher. Nursery spaces are limited due to staffing required and will need to be booked a week in advance, please speak to Dr Hardie if you would like your Nursery child to have a place.

Cancellations to bookings must be made prior to a session. Sessions cancelled after this time, will remain chargeable. This is due to staffing arrangements and resources required for sessions.

If a child should be sent home from school sick or is absent due to sickness, this unfortunately will still be chargeable, unless the absence is prolonged, and spaces can be cancelled with the required notice given.

ARRIVAL AND DEPARTURE

Birch Breakfast Club

- Parents/Carers are required to bring their child directly to the main reception and handed over to Mrs Stubbins.
- Children will be signed in on the Bromcom register by Mrs Stubbins.
- At 8:40am children will be taken from Chestnut Annex to their classroom.

Apple After School Club

- All children will be collected from their classroom by Mrs Stubbins and taken to the Chestnut Annex.
- Mrs Stubbins will complete the Bromcom register of all contracted children and will liaise with the office to determine any reason why a child is not accounted for.
- Parents/carers must ensure that any person who may collect their child is listed on their school pick up form and that this is kept fully up-to-date.
- If circumstances change on the day and you know your child is not going to be at either session, we would be grateful if you could let us know by calling the school office on 01842 810587.

DAILY ROUTINE

Birch Breakfast Club

- Parents bring their children to Birch Breakfast Club through main reception.
- From 7:40 am – 8:00 am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast. There are no breakfasts served after 8:00 am.
- At 8:00 am children are encouraged to tidy up and take responsibility for the environment, children will clear the tables and staff will put away foods and resources.
- Each day there are planned activities for the children to engage with.
- At 8:35 am all children collect their bags and coats and are escorted to their classrooms.

Apple After School Club

- At the start of the session, children are offered a choice of healthy snack and drink and are encouraged to wash hands prior to eating/drinking.
- Children can choose from a range of play and planned activities, both indoors and outdoors, weather permitting.
- 5:50 pm tidy up time encouraging the children to take responsibility for the environment children will clear the tables and staff will put items away in cupboard.
- Children are taken to the main reception area and are handed over to parents.

BEHAVIOUR

Whilst attending breakfast and afterschool club, children are expected to follow the school ethos and school rules of STAR. The school behaviour management policy applies at all times, including rewards and sanctions.

Parents are also reminded that their behaviour on school premises whilst dropping and collecting children to and from clubs is expected to be respectful at all times. Abusive or threatening behaviour will not be tolerated and may lead to your child losing their place.

BELONGINGS

Parents are responsible for ensuring that their children have all their belongings with them prior to leaving afterschool club. If items are left behind, these will have to be collected the following day.

UNCOLLECTED CHILDREN

If a child has not been collected by **5.30pm**, parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and/or Children's Services will be informed.

A charge will be applied for late collection, from 5.30pm at a rate of £5:00 for every 15 minutes late in order to cover costs.

PAYMENT OF BIRCH BREAKFAST AND APPLE AFTER SCHOOL CLUB FEES

The charges/fees for clubs are outlined on page 1 of this policy. The school **must** be able to cover the costs of the services we provide for them to remain viable. Parents are therefore expected to work with us to avoid abuse of this system.

CONTRACTING/REGULAR USERS

The parent/carer known as the 'contracting parent' and is responsible for the payment of all fees.

RELATED WHOLE SCHOOL POLICIES

Birch Breakfast Club and Apple After School Clubs are an extension of the school, and all school policies apply to the running of this provision. Of particular note are:

- Safeguarding Policy
- Equal Opportunities policy
- Health and Safety Policy
- First Aid Policy

STAFF OF BIRCH BREAKFAST AND APPLE AFTER SCHOOL CLUBS WILL ENSURE THAT:

- Their club finishes promptly at the specified time. Mrs Stubbins has the same duty of care as at the end of the school day and will inform the Headteacher, of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining, a club.

INCLUSION

Our clubs are fully inclusive, and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with Mrs Stubbins and any necessary arrangements agreed.

COMPLAINTS

If parents are concerned about any aspect of Birch Breakfast or Apple After School club, they should talk to the Headteacher directly.

		Date
Reviewed by:	Jacqui Hardie	1.9.26
Authorised by:	David Barrett	1.9.26
Signed:	Jacqui Hardie	

Change Log	

