



St Mary's C of E (VA) Primary School

To be a caring, inclusive, Christian environment, nurturing a life-long love of learning where we can work together to learn, to grow, to serve. We are proud to support the whole community and by collaborating will enable all children and adults within it to live fully whilst 'shining brighter and brighter' Proverbs 4:18.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.

Wraparound Care Policy

This policy is GDPR compliant.

Date of issue: May 2021

Last reviewed/adopted: June 2026 Resources Committee

Next review date: Summer 2027

Signed: _____

Date: _____

Aims:

- To provide a happy, welcoming place at the start and end of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast and After-School Club.
- To ensure the Breakfast and After-School Club is sustainable by generating enough from fees to cover ongoing costs.

Opening Times:

Monday to Friday term time only

- Breakfast Club: 7:45am -8:40am
- After-School Club: 15.20pm-18.00pm

INSET Days:

Breakfast and After-School Club will not operate on staff training days (INSET)

Admissions and Waiting Lists:

The Breakfast and After-School Club is fully inclusive for children from Nursery to Year 6. Any parent with a child that has any additional or special needs should record these on the application form – this is so that any child can be appropriately welcomed into the club.

Spaces are allocated on a first come first served basis.

When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week
3. Those that have been on the waiting list the longest
4. Extenuating circumstances

Booking and Payment Arrangements:

Breakfast and After-School Club fees are to be paid half-termly, no later than one week after the invoice is issued.

The School Office will monitor and review payments each week and will be responsible for contacting parents when there are any problems. After one week of non-payment, the School Office will follow up on any outstanding amounts and ask for immediate payment. If at the end of the second week there is still no payment and no explanation then the child/children will not be able to attend the club. Outstanding payments will be handled in line with the school's Debt Recovery Policy.

Fees will still be charged for absences unless the Breakfast and After-School Club is closed.

If the Breakfast and After-School Club is used in an emergency or one-off basis, payment must be received on the day.

The Breakfast and After-School Club reserves the right to prevent any child's attendance to the club if time if they do not behave in an appropriate manner/ fail to follow staff instruction. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast and After-School Club, where numbers are insufficient, fees in this case would be refunded.

The contract may be terminated by the parent (with no cost incurred) if 6 week's notice is given. **Any change to the contract or termination require 6 week's notice. If parental circumstances change (e.g. change to working patterns) the contract will remain in place and fees must be paid until the end of the 6 week period. If no notice is given, the cost of 6 week's fees will be charged to the parent.**

Breakfast and After-School Club reserves the right to withdraw a child's allocated space should there be an absence of four weeks during any half term, unless by prior arrangement with the Breakfast and After-School Club lead. The space will then be offered to the first child on the Breakfast and After-School Club waiting list. Any fees already paid will be reimbursed from the point of cancellation.

Breakfast and After-School Club spaces will be allocated on a first come first served basis, upon receipt of the completed Google Form, within the date requested thereon.

Children must be collected by 18.00. A record will be kept of any child who is picked up late and an additional charge of £10 may be levied if late pick up occurs more than once in a term.

Fees will be reviewed annually and any increases notified to parents by June of the preceding academic year.

Location of Breakfast and After-School Club:

The Breakfast and After-School Club is held in the school hall and, in fair weather, outdoor activities will take place in the school playgrounds/ school field.

Behaviour:

The school policy and rules with regard to positive behaviour are followed to ensure consistency for the children at the club. If a child repeatedly makes poor choices regarding behaviour the school reserves the right to withdraw the place.

Communication with Parents:

Occasionally, Breakfast and After-School Club will feature in the school's termly newsletter.

Emails may be sent home at the end of the school day regarding Breakfast and After-School Club, if parents need to be informed of anything.

Staffing:

Breakfast and After-School Club is supervised by:

Mrs O'Dell/Mrs Evans– Breakfast and After-School Club lead,

And Breakfast and After-School Club assistants.

They work together to ensure that the children have a range of activities to occupy themselves and that they are playing safely. They organise the cleaning of all of the equipment required to run the Breakfast and After-School Club and prepare the food.

All staff have a current DBS check and ongoing safeguarding training. The Breakfast and After-School Club lead is trained in Basic Food Hygiene. Staff are identified by a lanyard with their photo and name. There will always be a qualified first aider present.

Our staff:child ratio is 1:8. However, in the interests of safeguarding, there will always be two members of staff present.

Routine:

Wraparound care takes place in the hall. Younger children and those with identified needs are escorted to the hall by an adult.

- A member of Breakfast and After-School Club will organise the 'activity of the day'.
- Staff will prepare the children's food.
- During their time at the club the children will have the choice of regular activities in which they may wish to participate (e.g. colouring, board games, quiet reading).

Resources:

Breakfast and After-School Club has its own supply of craft resources, games and tableware. This is kept in the school hall where the club takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental or pupil opinions and welcomes feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

Complaints Procedure:

All complaints in writing by a parent regarding the Breakfast and After-School Club will follow the school Complaints Procedure.

Cancellations:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by phone or email by 1pm.
- School closures are reported locally on BBC Three Counties Radio.
- School closures will also be highlighted on our social media (Facebook, Instagram) and website.

- Payments made for sessions cancelled by the school (St Mary's) will be deducted from the next term's invoice.

After School Club Menu:

Our selection of food aims to offer a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. **The application form will detail any specific requirements a child has.** If parents do not wish their child to have food, the cost remains the same and we will always offer a healthy snack (e.g. fruit/vegetable sticks/pitta bread)

The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at www.schoolfoodtrust.org.uk.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast and After-School Club offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Sports and net games
- Board games
- ICT
- 'Film night' (U rated film only)

Emergencies:

As part of the application form, parents / carers will be asked to complete emergency contact numbers to enable Breakfast and After-School Club staff to contact them in the case of emergency.

Policy Review:

It is the responsibility of the governing board to agree, review and monitor the policy as and when necessary.