



Wraparound Care Policy

Approved by SLT

Written August 2026
Review July 2027

Aims

- To provide an affordable, wraparound care for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before and after the beginning of the school day.
- To provide children with a nutritious breakfast or snack in a pleasant, calm and relaxed environment.

Organisation

- Breakfast club (Early Birds) is open from 7.30am to 8.50am.
- After School club (Busy Bees) is open from 3.30pm – 5.30pm.
- The club is available for pupils from Reception to Year 6. (Available for Reception children when they attend full-time)
- A registration form must be completed by parents/carers before attending.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the wraparound care have current DBS clearance. These records are held in the school office.
- Wraparound care staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- The schools Fire and Health & Safety Policy is adhered to by wraparound care staff.

Catering

- Water is available to children at all times.
- All allergies/intolerances should be notified to staff on the registration form.

Emergencies

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the registration form.
- All staff who supervise wraparound care are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

Sickness/Medication

- All medication administered will follow the existing school policy.
- All medical information provided by parents should be detailed on the registration form.

Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending wraparound care, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees (Per Child)

- Fees are payable at the point of booking via the SchoolComms online payment and booking system.
- Fees will be reviewed annually by the governors during the Summer Term and parents/carers will be notified of any changes.

Early Birds Breakfast Club	Price
Very Early Birds 7:30 – 8:00	£3.00
Breakfast Club 8:00 – 8:50	£4.00
Pupil Premium Breakfast Club 8:00 – 8:50	£3.00
After School Club Busy Bees	
15:30 – 16:30	£4.00
15:30 – 17:00	£6.00
15:30 – 17:30	£8.00
16:30 – 17:30	£4.00
Pupil Premium Busy Bees	
15:30 – 16:30	£3.00
15:30 – 17:00	£4.50
15:30 – 17:30	£6.00
16:30 – 17:30	£3.00

Booking

- Bookings and cancellations must be made online. Bookings can be made on SchoolComms.
- Parents/carers must complete the registration form and hand to the school office before pupils attend wraparound care.

Cancellation

- Cancellations/Amendments cannot be made on the day.

Late Collection

- If pupils are collected after the booked slot, and the session overlaps with the next scheduled session, parents/carers will be charged for the following session.