



Wrap Around Care Policy

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This policy is rooted in the Christian vision and values of Shepherdswell CEP School, with God at the centre of all that we do. Guided by love, gratitude, justice and determination, we are committed to treating every member of our school family with kindness, dignity and respect, recognising that all are special in God's eyes. We strive to enable every child to fulfil their God-given potential by valuing individuality, responding to differing needs, and creating an inclusive environment in which all can flourish and grow. Through our policies and practices, we seek to stand up for those with no voice, challenge injustice, and support our shared responsibility to live and learn in a way that reflects God's love within our community and beyond.

Shepherdswell Church of England School are pleased to be able to provide our children the opportunity to attend Breakfast Club and After School Club for extended hours. These clubs may be attended on a full-time or a part time basis according to need.

Sessions must be booked and paid for in advance and can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of school and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have the necessary qualifications for safeguarding, first aid and food hygiene.

It is the wish of everyone involved at Shepherdswell Church of England School's Wraparound Care provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

Admissions Policy for Wraparound Care

Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school, this childcare service will no longer be available to them.

Online Booking System

Parents and Carers will be required to use our Schoolcomms online booking and payment system. Sessions must be booked and paid for through the app - on the day for After School Club before 12pm and before 4pm the day before for Breakfast Club bookings. Bookings can be made by session or as block termly bookings. (Please speak to the School Office for more information about this system.)

If an emergency need for a last-minute booking arises, please contact the school office so that the necessary arrangements can be made to ensure the before or after school care can be met. Emergency sessions must also always be paid for prior to your child's attendance. Provisions are organised for the maximum number of children in accordance with the risk assessments.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child and can meet individual specific needs with reasonable adjustments.
- Children within the Specially Resourced Provision, on the SEN Register, or with a high level of medical need will be supported by a risk assessment to be completed by their class teacher with parents. That assessment will detail the support that is required to meet their needs within the environment. The Risk Assessment will then be used by Leaders to see if staffing levels can support the needs of the child. Every reasonable effort will be made by Leaders to ensure clubs are as inclusive for all children as possible.
- All admissions are dependent on staffing levels that can support the needs of the child.

Where a child is struggling to cope with the routines and length of day when attending Breakfast Club or Afterschool Club, staff will meet with you to discuss the next steps.

Behaviour

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child which the parents will also be notified of. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the Senior Leadership Team.

Opening Hours and Fees

Breakfast Club	07:45 – Registration	Fees £3.50	To include toast, condiments, cereal and a drink.
Afterschool Club	15:10 – 17:45	Fees £4.50 until 4pm £7.50 until 5pm £9.50 until 5:45pm	Light Snack will be provided for children booked after 4pm. We are a nut free school.

Payments

Payments must be made in line with the on-line booking system Schoolcomms. Fees are to cover sessions booked and should be paid on Schoolcomms prior at the point of booking.

Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information. Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs.

Late Collection from After School Club and Associated Fees

If your child is not collected at the end of their booked session, a late collection fee will be charged. Children collected late after the end of their booked session (17:00 or 17:45) will incur a late collection charge of **£3.00 per child**, per session.

All Breakfast Club and After School Club sessions must be booked in advance. Children attending without a pre-booked session will incur an additional **£2.00 emergency booking fee per child**, per session, in addition to the normal session charge. Repeated attendance without a pre-booked session may result in the withdrawal of the privilege of using emergency bookings at the discretion of the school.

These fees will be added to your account and must be cleared before further bookings can be made. Non-payment of late collection charges within 5 working days will result in a withdrawal of before and after school provision until payment has been settled.

Outstanding payment/late pick up fees

If Breakfast or Afterschool Club has not received payment by 15:00 on the Friday prior to the forthcoming week, we reserve the right to cancel sessions with immediate effect.

If a parent accumulates late fees, these fees will be added to your SchoolComms account.

Refunds

Parents may cancel a booked session via Schoolcomms up to 12.00pm on the day of the session. The session fee will then be credited to their Schoolcomms account.

Any sessions not cancelled before 12.00pm on the day of the session will not be refunded, as staffing arrangements will already have been made to meet the required pupil-to-staff ratios.

If a child attends a session but is collected early, no refund or credit will be given for any unused portion of the session or for a later booked session that is no longer required.

Exceptions may be considered at the discretion of the Headteacher.

Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking for either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

Contacting the School regarding Breakfast Club or After School Club

In an emergency, please contact us by phone – **01304 830312**
The After School Club has a mobile phone – number: **07885 712031**

Sickness & First Aid

Breakfast Club and After School Club staff members have first aid training. The After School Club's priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:-

- As with school children who are unwell at school, if your child is unwell, they should not attend Breakfast or After School Club. If your child becomes ill whilst in the care of the Breakfast or After School Club you will be contacted to come and collect your child. Every attempt will be made to keep the child calm and comfortable.
- Parents/carers are asked to advise the office that their child will not be attending the After School Club on the first day of their child being absent with illness and give the reason.
- The Breakfast Club and After School Club staff follow the school's First Aid Policy. This can be found on our website.

Individual Healthcare Plans

Information contained within a child's Individual Healthcare Plan (IHP), including details of allergies, asthma and other medical conditions, will be shared with Wrap Around Care staff on a need-to-know basis and with parental consent. Any prescribed medication or emergency medication required by the child will be stored, managed and administered in accordance with the school's policies and procedures.

Where a child has a diagnosed allergy, Wrap Around Care staff will follow the arrangements outlined in the child's Individual Healthcare Plan and Allergy Action Plan, where applicable.

If your child requires specialist medical support or medication that necessitates additional staff training, their start date at Wrap Around Care may be delayed until the appropriate training has been completed and safe arrangements are in place.

Emergency Medication

The school holds emergency medication in accordance with current statutory guidance. Wrap Around Care staff receive appropriate training to recognise and respond to medical emergencies, including severe allergic reactions, and will follow school procedures in the event of an emergency.

Prescribed Medication

Any other medication administered by the school during the school day e.g. antibiotics, will be passed to the club staff to be handed back to the parent / carer. The normal school procedures for administering medicine will be adhered to. Parents must have completed the appropriate online consent for staff to administer.

Designated Safeguarding Leads

Whenever the school is open and children are on the premises there will be an available Leader and DSL either in person or over the telephone who can respond to any emergency.

This policy will be reviewed annually or sooner should the need arise.