

St Peter's CEVC Primary School

Wraparound Care Policy

September 2025



Introduction

The Breakfast and After School Club is run by St Peter's Primary School and exists to provide high quality out-of-hours childcare for our parents. The club operates from 7.30am – 8.45am and from 3.15pm - 6.00pm term time. Current prices are:

- Breakfast Club £6.50 per session
- After School Club £8.00 per session until 5 pm (additional siblings: £7.00 per session)
 £12.50 per session until 6 pm (additional siblings: £11.50 per session)

A copy of this policy is provided to all parents of children attending Breakfast Club and/or After School Club and is also available on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending St Peter's Primary School are eligible to attend the club.
- Only children from Reception to Year 6 are able to attend the club.
- All places are subject to availability.
- There will be a limit of 30 places a day for both Breakfast Club and After School Club.
- The registration process must be completed prior to the child's commencement at the club.

Arrival and Departure

Breakfast Club

- Parents/carers are required to bring their child directly to club to be handed over to a member of the Breakfast Club team.
- You should enter the club via the external foyer at the main school entrance; the staff will be alerted to your arrival when you press the doorbell situated on the hatch shelf.
- Reception and Key Stage 1 children will be escorted to their classroom at 8.45am by a member of the Breakfast Club staff.
- No child will be admitted to Breakfast Club without booking in advance via the School Office; office opening times are between 8am and 4pm.
- All bookings must be made with the school office by **Wednesday of the week before**. Regular bookings or dates sent by email will be automatically added to the register.

After School Club

Arrival:

- All children will make their way to the hall when dismissed by their teacher.
- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.
- All bookings must be with the school office by **Wednesday of the week before**. Regular bookings or dates sent by email will be automatically be added to the register.

Departure:

- When a child is collected at the end of or during a session, they must be signed out with a member of the After School Club team.

- Parents/carers must ensure that any person who may collect their child is listed on the *Nominated Individuals Authorised to Collect Your Child* form and that it is kept fully up to date. After School Club must be advised if any person not named on the form is collecting.
- Parents must inform the School Office if their child is going to be absent from After School Club.
- No child will be admitted to After School Club without booking in advance via the School Office; office opening times are between 8am and 4pm.

Daily Routine

Breakfast Club:

- 7.30am – 8.40am parents bring their children to Breakfast Club situated in the hall where a range of activities are set out.
- When children arrive, those wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- Breakfast is served until 8.25 to allow time for the children to eat.
- 8.40am – tidy up time encouraging the children to take responsibility for the hall environment.
- 8.45am – children collect their coats and bags. Reception and Key Stage 1 children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school.

After School Club:

- 3.15pm – 3.20pm: children arrive at After School Club
- 3.20pm – 3.40pm: children have snack on a rolling rota
- 3.40pm: children wash their hands and engage in a variety of activities
 - In fine weather, the children play outside
 - In poor weather, the children have the choice of a range of indoor activities
- 4.55pm: children wash their hands ready for a light evening meal.
- 5.00pm: children sit together to eat their meal
- After dinner, children continue with their play activities indoors.

Behaviour

Whilst attending wraparound care clubs, children are expected to:

- Respect and care for ourselves, others and property.
- Follow instructions straight away
- Let everyone play without bothering them.
- Listen when others talk.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising positive behaviour
- Informing parents about individual achievements
- Encourage positive interactions across all year groups

You will be informed if we have any concerns about your child's behaviour. In continuous or extreme cases, we may request that you make alternative arrangements for childcare. If, after consultation with parents and the implementation of behaviour management strategies, a child's behaviour continues to be a concern, the school may decide to remove the child. The reasons and processes involved will be clearly explained to the child and/or their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of: time, date and nature of the accident; details of the child involved; type and location of the injury; action taken, and by whom

- All incidents are dealt with by a qualified first aider
- Parents of any child who become unwell during After School Club will be contacted immediately.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. If unsuccessful, we will then telephone alternative contacts that parents have provided. If we are unable to make contact with anybody by 7pm, the police and social services will be informed.

A fee of £5 will be applied for late collection on both 5pm and 6pm collections. This charge will be payable before any further sessions are booked.

Bookings and Cancellations

Sessions are to be booked at least a week in advance and be with the school office by **Wednesday of the week before**. Regular bookings or dates sent by email will be automatically added to the register.

48 hours' notice will be required for cancellation; anything less than 48 hours will result in the session being charged. The only exception to this is Monday cancellations – this must be received by the school office 4pm the previous Friday to avoid a charge.

If emergency childcare is required, this can only be made by contacting the school office between 8am and 4pm. We will only be able to accommodate this if staffing levels allow.

Payment of Fees

Invoices are issued in arrears at the end of the month; payments will be due on receipt of invoice. Payment can be made by Parent Gateway, by cash, or with childcare vouchers/tax-free childcare (please speak to the School Office for further details about this).

No discount will be given for children attending another club prior to coming to After School Club, such as SCS/Go Global ending at 4.15/4.30 pm. If the parent requires their child to go into After School Club, a pre-booking is required to either 5pm or 6pm, and full session charges will be applied.

The parent signing the *Breakfast and After School Club Agreement* form is known as the 'contracting parent'. As such, they are responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the School Office as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Non-payment of fees (see Debt Policy: Traded Services)

- If there is a delay in paying an invoice, we will send an email/letter to the parent after one week requesting payment. We will follow this up with a second letter a week later, and then a third letter after an additional week.
- If the debt continues to be unpaid, we will refer to our Governing Body for legal action (see Debt Policy: Traded Services).
- An arrears of two weeks will result in the child's attendance at the clubs being suspended immediately until the account is settled.

Payment Following Sickness / Absence

We require 48 hours' notice for any cancellation/non-attendance. Fees must still be paid when your child is absent due to sickness.

Review of fees

The Governing body will review the fees set on an annual basis. Parents and guardians will be given notice of no less than four weeks of any proposed increase in fees.

APPENDIX: St Peter's Breakfast and After School Club Agreement: Parent Contract

Session Times

The sessions in this contract are:

- Breakfast Club 7.30am – 8.45am
- After School club 3.15pm – 5.00 / 6.00pm.

Fees, Bookings and Cancellations

Current prices are:

- Breakfast Club £6.50 per session
- After School Club £8.00 per session until 5 pm (additional siblings: £7.00 per session)
£12.50 per session until 6 pm (additional siblings: £11.50 per session)

All bookings for wraparound care must be with the school office by **Wednesday of the week before**. Regular bookings or dates sent by email will be automatically added to the register.

48 hours' notice will be required for cancellation in order to avoid being charged. Monday cancellations must be received by the School Office 4pm the previous Friday to avoid a charge.

Fees must still be paid when your child is absent due to sickness.

Payment of Fees

Invoices are issued in arrears at the end of the month; payments will be due on receipt of invoice. Payment can be made by Parent Gateway, cash, or with childcare vouchers/tax-free childcare (speak to School Office for further details).

Breakfast & After School Club

Any person who may collect the child must be listed on the *Nominated Individuals Authorised to Collect Your Child* form and it must be kept fully up to date. After School Club must be advised if any person not on the form is collecting.

Parents must inform the School Office if their child is going to be absent from Breakfast or After School Club.

No child will be admitted to Breakfast/After School Club without booking in advance via the School Office (8am to 4pm).

Behaviour

We will inform you if we have concerns about your child's behaviour. In continuous or extreme cases, we may request that you make alternative arrangements for childcare.

Uncollected Children

A fee of £5 will be applied for late collection on both 5pm and 6pm collections. This charge will be payable before any further sessions are booked.

If we are unable to make contact with anybody by 7pm, the police and Social Services will be informed.

Non- payment of fees

- If there is a delay in paying an invoice, we will send an email/letter to the parent after one week requesting payment. We will follow this up with a second letter a week later, and then a third letter after an additional week.
- If the debt continues to be unpaid, we will refer to our Governing Body for legal action (see Debt Policy: Traded Services).
- An arrears of 2 weeks will result in the child's attendance being suspended immediately until the account is settled.

I confirm that I have read and accept a copy of the Wraparound Care Policy and agree to abide by the terms.

I am the 'contracting parent' for the above child and agree to make payments to Breakfast and After School Club, in line with the policy.

Print Name: _____

Signature: _____

Date: _____

APPENDIX

Nominated Individuals Authorised to Collect Your Child

CHILD'S NAME

Please provide a list of the full names of all individuals authorised to collect your child from Before & After School Club, including parents and carers.

Name	Relationship to child