Wraparound Care Policy

MIDDLETON PRIMARY SCHOOL
WRAPAROUND CARE POLICY

ADOPTION AND AMENDMENTS TO WRAPAROUND CARE POLICY

Written November 2024

Section	Governors' Meeting or Committee
Whole Document	LGB, December 2024
Whole Document	PPC, November 2025
Whole Document	LGB, 28 September 2026
Next review: 2027/2028	

MIDDLETON PRIMARY SCHOOL
WRAPAROUND CARE POLICY

Contents

Admissions Policy for Wraparound Care 5

Online Accounts 5

Specific Individual Needs 5

Behaviour 6

Opening Hours and Fee Structure 6

Payments and Refunds 7

Childcare Vouchers 7

Arrival and Departure 7

Non-Collection of a Child from After School Club 8

Wraparound Contact Details 8

Food Provision 9

Sickness & Medication Policy 9

MIDDLETON PRIMARY SCHOOL
WRAPAROUND CARE POLICY

Middleton Primary School is pleased to provide a full wraparound childcare provision for children attending our school. The provision includes a breakfast club, an after-school childcare session, and a range of extra-curricular clubs. In addition, we also offer a very successful playscheme during the school holidays. The sessions can be booked in blocks over extended periods of time or when required but places are subject to availability.

Our wrapround provision is an extension of Middleton Primary 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 been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

All staff at the wraparound provision aim 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.

As the provider we will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks (these are not intended to replace a main meal)
- inform you of any concerns we may have about your child
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality

We ask your child to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's core values and adhere to our school values, Ready Respectful & Safe
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

We ask parents/carers to

- ensure that your child only attends sessions that are booked in advance online
- ensure that your child is dropped off and/or collected on time by an adult who is an authorised contact
- contact the school if your child is going to be absent from a session

- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's Core Values and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect your child's wellbeing or behaviour

Admissions Policy for Wraparound Care

Admission is conditional on the following undertakings by the parent/carer:

- fees are paid promptly in advance
- the behaviour of the child is acceptable for the safe and efficient running of the club.
- children are suitably toilet trained and able to toilet themselves

By making a booking to any provision, you acknowledge that you and your child have read and understood the above conditions.

Online Accounts

Parents will be required to set up an Arbor account if they do not currently have one.

Sessions can be booked as required or as block bookings once your account has been credited. Bookings must be made at least 24 hours in advance. Sessions can be booked online, at any time and are subject to availability.

Any bookings made less than 24 hours in advance must be made through the school office.

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
- ensuring staffing levels can support the needs of the child.

Parents of children who have 1:1 support in school should contact the school office to make a booking. This will ensure we can provide enough staff to adequately supervise your child in the provision.

We will always try our best to accommodate bookings, however, this involves us asking staff to work additional hours and therefore the booking cannot be guaranteed.

Behaviour

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to exclude a child who fails to meet these standards. Any unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Headteacher.

Opening Hours and Fee Structure

Sessions must be booked at least 24hrs before.

Breakfast Club:

- is open term-time only with sessions running from 7:30am – 8.40pm
- will be closed during the holidays including bank holidays and INSET days

The fee for breakfast club is £6.50 per day and is inclusive of breakfast

After School Childcare:

- is open term-time only with sessions running from 3.15pm to 6pm
- The fee for each session is as follows:
- End of school to 4.30pm £8.50 per session
- End of school to 6.00pm £15.00 per session

Childcare including an Extra Curricular Club

- Club and childcare until 6.00pm £15.00 (Not available to book on the day)
  (Childcare session and cost of club included in the above)

Extra-Curricular Clubs

Clubs cost £6.50 per session for school run clubs and other additional clubs can be booked and paid for via external providers' websites. The clubs normally run for 1 hour sessions.

Children in receipt of Pupil Premium are offered 1 x free club per term. Parents will be contacted by the school office to book a club when the booking system opens.

Please note, the rates shown apply only to school clubs paid for via the schools on-line payment portal. We are unable to apply these prices to any clubs booked via an external provider's website.

Sessions must be booked in advance via our online service and can only be booked if your account is in credit

Payments and Refunds

Fees are to cover sessions booked in advance online using the school's online payment platform. Please contact the school office if you require more information. Fees for extra curricular clubs and wraparound childcare are non-refundable for non-attendance such as holidays, ad hoc events, etc. If you no longer require the use of the wraparound provision e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

Childcare Vouchers

Childcare vouchers can be used for

- Breakfast Club
- After school Childcare

We are unable to accept voucher payments for trips or extra-curricular clubs

Please contact our Admin team either by phone on 01908 604851 or by email on office@middletonschool.org to inform us of your provider so arrangements can be made.

Arrival and Departure

We operate a rigorous procedure regarding the security and safety of all children within our care. The following procedures must be adhered to for arrival and departure of all children attending our provision.

Breakfast Club

Except for children in Year 6, children must be dropped off by an adult or person over 16 years of age.

Children in Year 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival. Children will be handed over to the Breakfast Club staff at the Main reception entrance from 7:30am. Arrival can take place up to 8:10am as breakfast will not be served after 8:15am.

Typical breakfast choices include

- Bread/Toast with assorted spreads
- Low sugar cereals and semi skimmed milk
- Fresh Fruit

After the session children will be escorted to their classrooms to start the day.

After School Childcare or Extra Curricular Clubs

Pupils will be escorted from their classroom to the relevant area by a member of staff where they will be registered. Children attending extra-curricular clubs (either run by school or external staff) will be

escorted to After School Childcare by the extracurricular club leader. If a child has been booked into any afternoon wraparound sessions parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child. No refunds will be given for non-attendance.

If a child is expected at an afternoon wraparound session and does not attend, the office staff will contact the named Parent/Carer to confirm the whereabouts of the child.

Departure/Collection from Wraparound Care

Please arrive promptly at the relevant collection point to collect your child at the specified time. Your child will then be brought out to you by the relevant club leader. If a child is not collected promptly then the Late Collection Policy may be invoked which will incur further charges.

In accordance with our safeguarding policies, we may refuse to release a child to someone who is not on the authorised collection list unless we have had verbal or written permission via the school office If it is not possible for any of the authorised people to collect a child and someone else is sent, the parent/carer will be asked to provide a password, which the person collecting must confirm upon collecting the child.

The last pick-up and handover times for after school childcare is 5.55pm. The club closes at 6pm.

Non-Collection of a Child from After School Club

If a child is not collected by the end of the session, the parent/carer will be contacted.

If contact with the named parent/carer cannot be established, other authorised collectors will be contacted. If staff are unable to establish contact with any collectors, the Multi Agency Safeguarding Hub (MASH) will be contacted for advice.

A staff member will not be permitted to take a child off the premises unless instructed by the MASH team or a Designated Safeguarding Lead.

Wraparound Contact Details

During normal school office hours (8.30am – 4.00pm) the school office can be contacted by phone or via email: office@middletonschool.org to leave a message for our wraparound care team.

After 4.00pm and in an **Emergency Only**

The wraparound team can be contacted on 0 until 6.00pm. 01908 604851

Food Provision

Both Breakfast and After School childcare provide food for your child unless directed otherwise by the parent in writing. The team will provide for those children who have food allergies, intolerances, or other food requirements such as restricted diets, provided we have been made aware by parents/carers.

Our Wraparound Care staff are aware of the School Food Standards and have received the required training in Food Hygiene.

We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.

If your child attends an after school session finishing at 6.00pm, a light snack/tea will be provided. This is not intended to replace their main meal. Water and milk are available to drink.

Sickness & Medication Policy

All wraparound care staff members have first aid training.

For further information, please refer to our First Aid Policy here.

Middleton Primary School
Adopted by the Local Governing Body,

28 September 2026