



# **WRAPAROUND CARE POLICY** **(St. Peter's Bright Horizons)**

***Stanley St Peter's CE Primary***  
***School***  
***2026-27***

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| <b>Version</b>                            | <b>Date</b> | <b>Author</b>                                       | <b>Note of revisions</b>                                                                 |
| V2                                        | 29/8/23     | MWiggins                                            | Procedure to book long-term, regular slots changed. Parents must now contact the office. |
| V3                                        | 24/7/24     | MWiggins                                            | Change to pricing.                                                                       |
| V4                                        | 02/07/25    | MWiggins                                            | Change to pricing                                                                        |
| V5                                        | 25/6/26     | MWiggins                                            | Change to pricing and how to book                                                        |
|                                           |             |                                                     |                                                                                          |

## **Stanley St Peter's CE Primary School Wraparound Care Policy**

Stanley St Peter's is pleased to be able to provide the children of our school the opportunity to attend St Peter's Bright Horizons Breakfast Club and After-School Club. The sessions can be booked for extended periods of time (long-term places) or as and when required (ad-hoc places), however, please note that long-term places will take priority over ad-hoc sessions and all places are subject to availability.

This childcare provision is an extension of Stanley St Peter's CE Primary School and therefore operates in line with the school's ethos, values and high expectations of pupil behaviour. The wraparound care staff members have been appointed from our existing school staff for their expertise, and so that we can offer consistency and continuity of provision as the staff and children know each other well. They have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at St Peter's Bright Horizons Clubs (wraparound care) to provide a happy, relaxed, safe and stimulating environment in which children are supported to reach their full potential in the wider sense. We believe that a positive partnership with parents and carers is crucial and promotes our aim to ensure that our children develop into well-rounded, successful individuals.

### **Responsibilities of each stakeholder:**

THE SCHOOL – We will endeavour to:

- provide a safe, stimulating, relaxed and happy environment
- provide a range of creative and meaningful play, recreational and educational opportunities for your child
- provide drinks, breakfast and/or a light tea (if this option is chosen)
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, well-being or behaviour

- encourage children to take care of their surroundings and others around them
- always ensure confidentiality in line with GDPR requirements

#### THE PARENTS/CARERS – We will endeavour to:

- ensure our child only attends sessions that are booked and paid for in advance
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our 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 values
- support the school's Behaviour Policy and adhere to this Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's well-being or behaviour

#### THE CHILD – I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's values and adhere to the school rules (Be Safe, Be Responsible, Be Respectful)
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

### **Admissions for St Peter's Bright Horizons Wraparound Care Clubs**

Our wraparound care provision is only available to children from Reception to Year 6 (nursery children cannot attend) who currently attend our school.

Once a pupil leaves our school, whether still in primary education or secondary education, this childcare service will no longer be available to them.

Places will be allocated on a first-come, first-served basis; however, long-term/regular bookings will take priority over ad-hoc bookings.

Currently, our staff/pupil ratios allow for 40 children to attend St Peter's Bright Horizons Breakfast Club and 40 children to attend St Peter's Bright Horizons After-School Club. We do have relief staff on standby should we need to occasionally exceed this number but this cannot be guaranteed as it depends on the availability of those staff members. Additional permanent staffing will be considered if demand requires it. We will operate a waiting list once the

maximum number of children has been reached. Places will be offered as spaces become available. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by the school having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

As only children that are already on the school's roll are eligible to attend our wraparound provision, we hold all the necessary information with regards to allergies, medical needs and emergency contact details already, therefore you will not be required to complete further paperwork for this. However, upon booking sessions using the online form, you will be required to state that you have read and agree to this policy.

### **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
- Liaison will be arranged with relevant professional support networks if applicable
- The staffing levels can support the needs of the child

### **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 consistently 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 Senior Leadership Team in the first instance and a warning will be given to the child. If the unacceptable behaviour continues, it will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

### **Opening Hours and Fee Structure**

#### **St Peter's Bright Horizons Breakfast Club:**

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

- the fee (regardless of arrival time to the breakfast club) is £6.00 and is inclusive of breakfast (a choice of toast/cereal/fruit). Please note that breakfast is only served up to 8:30 am therefore your child should arrive before this time.
- sessions must be booked in advance using our online booking forms (see the 'Bookings' section of this policy for further details)
- sessions must be paid for in advance through Arbor

### **St Peter's Bright Horizons After-School Club**

- is open term-time only with sessions running from 3:30pm to 6:00pm
- will be closed during holidays including bank holidays and INSET days
- the fee for each session is dependent on collection time. If a child is collected **no later** than 4:30pm and does not require a light tea the fee is £5.50. Any child collected after 4:30pm up to 6:00pm **at the latest**, regardless of whether they take the light tea on offer or not, will be charged the full session fee of £10.50.
- any child collected after 6:00pm will incur a fee of an additional £5.50 for every 15 minutes you are overdue (please see the 'Non-Collection of a Child' section of this policy for further details)
- If you need to contact Bright Horizons in an emergency after 4pm, please call 0330 164 9847

### **Bookings**

In order to make a booking you will need to log onto your Arbor Parent App. Payment will be required when making your booking.

**If you have any problems making a booking, please contact the school office on 01924 663641 and they will be able to guide you through the process.**

**For safeguarding purposes, any child(ren) not attending a booked session will result in parents/emergency contacts being contacted. This is a time-consuming job which could affect the smooth running of the club so please ensure that non-attendance is reported by contacting the school office on 01924 663641 from 7:30am onwards (but preferably the day before your child is due to attend).**

**If your child does not turn up to a booked session on 2 or more occasions and you have failed to inform the school, we will, unfortunately, be unable to take any further bookings from you.**

## **Payments and Refunds**

Payments will be taken via your Arbor account. Your account must have enough credit to pay for all the sessions you have booked for the following week by the Thursday of the week before your child's attendance at the clubs.

Should you fail to have sufficient credit on your Arbor account to pay in advance for sessions your child is attending, we reserve the right to refuse entry to the club.

Fees cannot be paid in cash or by cheque at any time. Please note that our wraparound care staff are not permitted to receive cash or cheque payments for these clubs.

If you no longer require the use of the breakfast club or after-school club e.g. you are moving away, your child changes school, you no longer need childcare on a certain day that you have booked for due to your work commitments changing temporarily etc. **a four-week notice period will be required in order to avoid charges being made for any long-term sessions you have booked. Any ad-hoc sessions booked must be paid for regardless of whether your child attends or not.**

Fees are non-refundable for non-attendance due to illness, holidays, ad-hoc events etc.

As payment is required at the time of booking, failure to make payment will result in your child not having a place.

Debts will be subject to the WMDC debt recovery process.

Refunds will be given if the school initiates an activity/unexpected closure which means your child cannot attend the clubs on certain days.

Refunds will be considered if your personal circumstances change significantly **and** you no longer require the service moving forward. An appointment can be made to discuss this with the Headteacher.

## **Tax-Free Childcare**

Tax-free childcare accounts can be used to pay for our wraparound services. Please contact the school office on 01924 663641 to inform us of this so that arrangements can be made.

## **Arrival and Departure Procedures**

St Peter's Bright Horizons Breakfast and After-School Club will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances which do not adhere to the procedures outlined in this policy.

### **Breakfast Club**

#### Arrival to the Breakfast Club

Children in Reception to Year 4 must be dropped off by an adult.

Children in Years 5 & 6 may arrive unaccompanied provided signed written permission is given and agreed upon with the school prior to their arrival. The time your child is expected to arrive at the club must be stated on the written permission too.

Children will be handed over to the Breakfast Club staff via the main entrance from 7:30am.

Arrival can take place up to 8:30am as breakfast will not be served after this time.

A formal register will be kept and cross-referenced against the bookings made.

Any pupils that arrive and have not booked the session in advance will be charged and further attendance will not be allowed until the debt is paid.

#### Departure from the Breakfast Club into the school day

At 8:50am, children in Year 1 to Year 6 will be escorted by a member of staff to their classrooms. At this point, the class teacher will take over responsibility for the safety and welfare of your child (as they do now).

Children in our Reception Class will be escorted by a member of staff through the school (indoors) up to their classroom. The children will be greeted and supervised by a member of the EYFS team within their classroom from this point whilst the other children in their class enter the school through the EYFS entrances.



## **After-School Club**

### Arrival to After-School Club

Children in Years Reception to Year 4 will be escorted from their classroom to the St Peter's Bright Horizons room by a member of staff.

Children in Years 5 and 6 will make their own way to the St Peter's Bright Horizons room through school (indoors).

Any children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by the extra-curricular club leader.

If a child has been booked into After-School Club, parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. (If your child has been absent from school that day and we have received contact from you to report their absence, there is no need to report their absence from the After-School Club separately.)

A formal register will be kept and cross-referenced against the bookings made. This register will be sent to the class teachers in the morning and if any bookings are made after the register has been sent to them, a member of the admin team will personally inform the class teacher of the booking.

Any pupils that arrive and have not booked the session in advance will be charged at the appropriate rate dependent on collection time (£5.50 if collected before 4:30pm and £10.50 if collected after 4:30pm) and further attendance will not be allowed until the debt is paid.

In the event of a child who is expected to be at the After-School Club not arriving, the following procedures will be put in place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- If the child was present at school that day, staff will contact the parent/emergency contact to ascertain the whereabouts of the child.

### Departure from the After-School Club

Children must be collected promptly at the end of your booked, pre-paid After-School Club session by either the parent or a named adult permitted to collect your child.

We will not release children to any siblings or persons under the age of 18 years. We will not release children to unknown adults – you must contact the school if someone else is picking your child up and provide their name and a description of

their appearance. That person will be required to provide a suitable form of identification (such as a passport or driving license) if they are unknown to us. When collecting your child from After-School Club, please use the designated doorbell (this is clearly marked) at the main entrance to gain the attention of a member of staff. Your child will then be brought out to you.

For safeguarding reasons, the school reserves the right to refuse the release of your child to someone whom we have not been made aware of by you prior to collection.

All children must be collected no later than 6:00pm.

### Non-Collection of a Child from After-School Club

In the event that a child is not collected from the After-School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. If there is no answer, a message will be left asking you to contact the school immediately.
- If contact with the parent has not been possible, other emergency contacts will be contacted. At this point, the Headteacher will also be made aware.
- After all avenues of contact have been exhausted and the school has not received any contact from parents/carers, the Headteacher will make the decision to contact the Local Authority Designated Child Protection Officer. At no time will a member of staff be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer, the Headteacher or a Designated Safeguarding Lead.

### **Late Collection of Children and Associated Fines**

Children who are more than 5 minutes late to be picked up at the end of the normal school day (after 3:35pm) or more than 5 minutes late to be picked up from an extra-curricular club will be placed in the After-School Club and you will be charged the appropriate fee according to the time you collect your child (before 4:30pm the charge will be £5.50 and after 4:30pm but before 6:00pm the charge will be £10.50).

If your child is not collected by 6:00pm, you will incur a charge of £5.50 for every 15 minutes that you are overdue.

Payment for late collection sessions must be paid before the child will be able to attend wraparound provision again. Consistent failure to collect children on time may result in a referral to Social Services being made as this may constitute a form of neglect.

## **Contacting the Breakfast Club or After School Club**

Contact between the hours of 8am and 4pm should be made by telephoning the school office number 01924 663641.

If you need to contact Bright Horizons in an emergency and out of office hours, please call 0330 164 9847.

## **Food Provision**

Our wraparound care staff are aware of the School Food Standards and have received the required training in food hygiene. They are also aware of and have access to children's Medical Care Plans and therefore are fully prepared to cater for children with allergies, intolerances and other food requirements.

We are a 'nut-free' school site and cannot serve products containing nuts into the school.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Fruit

After-School Club will offer light teas such as beans on toast, jacket potatoes with a choice of filling, wraps, sandwiches, and soups.

## **Sickness & Medication**

### Sickness

All wraparound staff have first aid training. The 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:

- We do not provide care for children who are too unwell to attend, currently have or have had a high temperature in the last 24 hours, currently have or have had in the last 48 hours sickness and/or diarrhoea, or anyone who has an infectious disease.

- Parents must contact the school to report any absence due to illness anyway so as long as this has been done, there is no need to contact wraparound care staff separately.
- Parents will be contacted to collect their child early if they become too unwell to remain at the session.
- Good hygiene practices will always be followed.
- The St Peter's Bright Horizons staff follow the school's First Aid Policy which includes the management of medical conditions and intimate care.

### Medication

The St Peter's Bright Horizons staff are not permitted to administer any medication during the sessions (apart from inhalers and Epi-Pens). Any medication administered by the school during the school day will be passed to the club manager to be handed back to the parent/carer.

Current Medical Plans e.g. for asthma, medical conditions etc. that are already held in school will be shared by the school with the club staff.

We have purchased spare inhalers, spacers and Epi-Pens which are kept in school and could be administered in the case of an emergency (but only if your child has already been prescribed this medication).