



Wraparound Care Policy

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1. Aims

Parklands ET Primary School offers wraparound care for up to 30 children per session in both Breakfast Club and After School Club. This provision is available only to pupils attending the school and is delivered by our trained, in-house staff team.

Our wraparound care supports families by providing reliable childcare before and after the school day, helping parents and carers manage work and other commitments.

We aim to provide high-quality, affordable childcare in a safe, welcoming, and nurturing environment. Children can take part in a wide range of activities, including games, crafts, reading, music, and outdoor play.

2. Operating Hours and Location

Wraparound care operates during term time only (excluding INSET days):

- **Breakfast Club:** 7:45am – start of the school day
- **After School Club:** End of the school day – 5:30pm

Breakfast Club

Takes place in the Community Room. Children must be brought to the main entrance and handed over to a member of staff.

After School Club

Children are collected directly from their classrooms and taken to the Community Room. Activities may also take place in other areas of the school, including outdoor spaces when weather permits.

The club does not operate on days when the school closes early (e.g. before school holidays).

3. Bookings and Cancellations

- All sessions must be booked in advance via Arbor.
- Payment must be made at the time of booking.
- Bookings close 48 hours before each session.

Cancellations:

- Must be made by contacting the school office at least 2 working days in advance (excluding weekends and holidays).
- Refunds will be credited to your Arbor account where applicable.

If no booking has been made:

- **Breakfast Club:** Children cannot be admitted. In emergencies, the school office may be able to assist if spaces are available.
- **After School Club:** Children will not be collected and will be taken to the school office. Parents/carers will be contacted to arrange collection. Where possible, a space may be offered in an emergency (charges will apply).

4. Fees and Payments

- **Breakfast Club:** £4.50 per session
- **After School Club:** £7.50 per session

Fees are reviewed annually and published in advance.

Families may be eligible for financial support such as [Tax-Free Childcare](#) or [Universal Credit Childcare](#). These schemes can significantly reduce the cost of childcare.

Late Collection Fee:

£1 per minute (or part of a minute) after 5:35pm.

Outstanding balances may result in future bookings being restricted.

5. Daily Arrangements

Breakfast Club:

- Children must be escorted and handed over to staff.
- Breakfast is served until 8:30am only.

After School Club:

- Children are collected from class and registered on arrival.
- Children attending external clubs may join afterwards but must have a wraparound booking.

Collection:

- Children must be collected by 5:30pm.
- Persons collecting must be aged 13 or over.
- Parents must inform the school in advance of any changes to collection arrangements.
- A password system is in place to ensure children are collected safely.
- Children will not be allowed to leave independently.

6. Inclusion and Accessibility

We are committed to making wraparound care inclusive and accessible to all children, as outlined in the school's [Accessibility Policy](#). We will work with parents/carers to support children with additional needs wherever possible.

Please contact the school to discuss individual requirements so appropriate arrangements can be made.

7. Record Keeping and Data Protection

All records are securely stored on Arbor in line with [General Data Protection Regulations](#) (GDPR).

Parents/carers are responsible for ensuring that their child's personal, medical, and contact information is up to date.

8. Food and Drink

- Breakfast and a light snack are provided daily.
- All food is nut-free and meets [School Food Standards](#).
- We cater for most dietary requirements—please inform the school in advance.
- Water and squash are always available.

9. Health, Safety and First Aid

We are committed to providing a safe and healthy environment. This includes:

- Maintaining hygiene standards
- Ensuring appropriate supervision
- Regular safety checks of equipment

Staff are trained in first aid, and all accidents are recorded and shared with parents/carers.

10. Medication

- Routine medication cannot be administered by wraparound staff.
- Emergency medication (e.g. inhalers, EpiPens) may be given where a care plan is in place or in an emergency.

11. Safeguarding

Wraparound care operates in line with the school's [Safeguarding and Child Protection Policy](#) and national guidance, including [Keeping Children Safe in Education](#).

All staff receive regular safeguarding training and are committed to ensuring the safety and wellbeing of every child.

12. Staff Qualifications and Training

All staff are recruited in line with the school's safer recruitment procedures. They are suitably trained and experienced to work with primary-aged children.

At least one member of staff on site always holds a current paediatric first aid certificate. Staff receive regular training in areas such as safeguarding, health and safety, and supporting children's wellbeing.

Volunteers may support the provision but are fully checked and supervised at all times.

We always ensure appropriate staffing levels so that children are safely supervised.

13. Behaviour Expectations

Children are expected to follow the school's Behaviour Policy while attending wraparound care. This helps to ensure a safe, respectful, and positive environment.

Staff will support children through clear expectations, encouragement, and positive reinforcement. Where concerns arise, staff will work with parents/carers in line with the Behaviour Policy.

Persistent or serious behavioural concerns may result in a review or withdrawal of a child's place.

14. Late Collection

After 5:30pm:

- Parents/carers will be contacted.
- A late fee of £1 per minute will apply.

Repeated late collection (3 times in a term) may result in the withdrawal of a place.

After 6:00pm:

- The Designated Safeguarding Lead will be informed.
- External agencies may be contacted if necessary.

15. Withdrawal of a Place

The school may withdraw access to wraparound care if:

- Fees remain unpaid
- A child is collected late repeatedly
- A child's behaviour poses a risk to themselves or others

Provision may also be cancelled at short notice in exceptional circumstances (e.g. severe weather). Refunds will be issued where appropriate.

16. Feedback and Continuous Improvement

We regularly review our wraparound provision and welcome feedback from parents and carers to help us improve the service.

17. Concerns or Complaints

If you have any concerns, please contact the school office in the first instance.

Complaints will be handled in accordance with the school's [Complaints Procedure](#).

18. Insurance

Wraparound care is covered by the school's [Department for Education \(DfE\) Risk Protection Arrangement \(RPA\)](#). Details are available from the school office on request.

19. Frequently Asked Questions (FAQs)

Do I need to book in advance?

Yes, all sessions must be booked via Arbor at least 48 hours in advance.

What if I forget to book?

See Section 3 – emergency arrangements may be possible if spaces are available.

What food is provided?

Breakfast and a light snack are provided daily (nut-free and healthy options).

Who can collect my child?

An authorised person aged 13 or over who is known to the school and can provide a password.

Can my child walk home alone?

No, children must always be collected by an authorised person.

What if I am late?

Late fees apply and repeated lateness may result in loss of your place.

Who should I contact with questions?

Please [contact the school office](#).