



# Wrap Around Care Policy



<b>Written Date</b>	April 2025	<b>Review Date</b>	April 2026
<b>Written by</b>	R.Eldred	<b>Approved by</b>	Yet to be approved

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## Introduction & Aims

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Bowlsh Infant School Breakfast and After School Club are open to all children who attend the school.

- To provide care outside school hours for our children to meet the needs of parents/carers.
  - To provide a happy, welcoming, safe and secure place where all children are valued.
  - To provide a range of structured play activities to engage and stimulate.
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## Organisation

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- The Breakfast Club and After School Club is open as below:

	Breakfast Club	After School Club
<b>Monday</b>	8:15am-8:50am	3:20pm-4:20pm or 3:20pm-5:20pm
<b>Tuesday</b>	8:15am-8:50am	3:20pm-4:20pm or 3:20pm-5:20pm
<b>Wednesday</b>	8:15am-8:50am	3:20pm-4:20pm or 3:20pm-5:20pm
<b>Thursday</b>	8:15am-8:50am	3:20pm-4:20pm or 3:20pm-5:20pm
<b>Friday</b>	8:15am-8:50am	3:20pm-4:20pm or 3:20pm-5:20pm

- The club is available for children from Reception to Year 2.
- The club is in the main school building *and* parents collect their children via *the main front door using the doorbell*.
- Children are provided with snacks as below:

Breakfast	After School
A choice of: toast with margarine / jam, cereal, fruit, yoghurt	Each day there is a selection of snacks in a buffet style layout.

- Typical activities will include:
  - Art, craft and drawing activities.
  - Sports activities and team games.
  - Lego and construction.
  - Board games.
  - Outdoor play, bikes & scooters, timber trail etc

We ask that no items are brought in from home as the Breakfast and After School Clubs will not be responsible for any loss or damage.

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## Behaviour

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The school rules and behaviour policy will be followed to ensure consistency for the children at the Breakfast and After School Clubs. We expect good behaviour and respect for others. The before Breakfast and After School Clubs reserve the right to withdraw the service if a child's behaviour is unacceptable.

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## First Aid

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- The club has access to first aid and the member of staff hold a current First Aid Certificate.
  - All accidents will be recorded in the accident book and reported to the parents/carers on collection.
  - In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible.
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## Safeguarding

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Staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the School's Safeguarding Policy.

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## **Fees, Payments, Booking, Cancellations & Refunds**

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Breakfast Club: **£3.50**

After School Club 3:20-4:20: **£5.00**

After School Club 3:20-5:20: **£8.00**

- Parents can book for both clubs using our school payment system, Scopay.
  - Booking is available the day before provision up until midnight. To make a booking after this time, parents can call the office.
  - Parents must have credit in their Scopay account to be able to book. If there are outstanding amounts due on an account, no further bookings can be made unless otherwise agreed with the school.
  - Parents who use Tax Free Childcare Credits must inform the office this is their payment method and this will allow them to book in advance and clear the account monthly.
  - To cancel, parents can do this using Scopay; however, the service must be cancelled before midnight the day before. Due to staffing costs and not being able to fill the spot with the time available, the fee will not be refunded if cancelled after this time.
  - Refunds will be returned via the original payment method directly.
  - We do not give concessions or sibling discount.
  - If children are attending a curriculum club between 3:30-4:00 and then wish to join the After School Club wrap around care, the place will be held for them while they are in the club, therefore, needs to be paid for.
  - The only cause for the school to cancel Breakfast or After School Club would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure, a member of staff will contact parents as soon as possible.
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## **Late Pick Ups and Associated Charges**

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We understand that sometimes there are circumstances which mean a child is collected slightly late. We allow a 5min grace period for parents. If the 5min grace period is crossed, then parents may be charged for associated staffing costs if the child being collected late meant incurred costs to the school. e.g. if a staff member stays late after 5:20pm, this would incur overtime payments to that staff member.

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## **Equal Opportunities**

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We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Please note, if your child requires intensive support during school time, a conversation with the school will need to be to decide if the Wrap Around Care is able to provide a safe service for that child.

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## **Complaints**

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All complaints will follow the school's Complaints Policy which can be found on the school website.