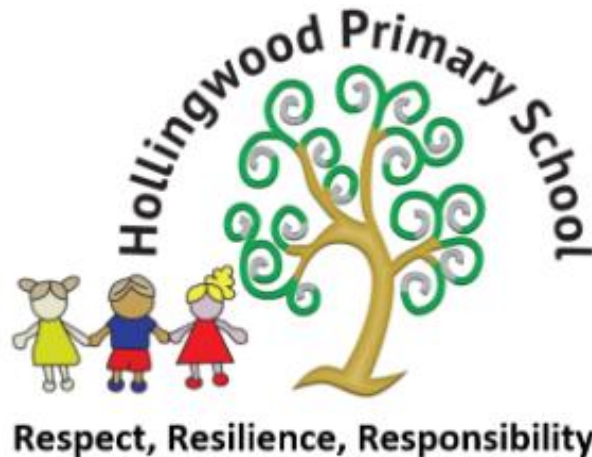


Hollingwood Primary School



Wraparound Care Policy 2025-26

Date policy ratified by the Local Governing Body: 1.11.25

Date of policy publication: 1.11.25

Author of policy: Chris Stewart (Headteacher)

Hollingwood Primary School Wraparound Care Policy

Policy Aims:

- To offer an affordable and accessible wraparound childcare service for parents/carers
- To provide a safe, secure, and welcoming environment for all children
- To ensure children have access to a healthy, nutritious breakfast or snack
- To create a calm, supportive setting where children can engage in a variety of structured and educational activities

Both Breakfast Club and After School Club operate under the umbrella of the Flying High Partnership and fully adopts all policies and procedures currently in place at the school. These policies can be found on the school website – www.hollingwood.derbyshire.sch.uk

Signed

Headteacher

Signed

Chair of Governors

Breakfast Club Timing:

- Breakfast Club operates from 7:30am and is based in the school hub area
- Breakfast Club staff supervise the children until 8:40am when they are escorted to their classroom

After School Club Timing:

- After School Club is open from 3:15pm until 6pm and is based in the school hub area
- The children must be collected by parents/carers by 6pm

Staffing:

- The maximum number of children we can accommodate is 40 for Breakfast Club and 30 for After School Club
- The school operates a 1.15 staffing ratio (1:8 if under 5 years old) for wraparound care, there will be a minimum of 3 members of staff on duty at Breakfast club
- All staff hold fully updated DBS and safeguarding checks and update their Food Hygiene training annually
- At Breakfast and After School Club there is always one member of staff that has completed level 3 Paediatric first aid training, all other staff hold emergency first aid training
- Subject to staffing availability, nursery children may attend Breakfast Club and After School Club. Bookings must be made at least 7 days in advance to ensure appropriate staffing ratios. All bookings should be confirmed with the School Office. Please note that emergency or same-day bookings for nursery children cannot be accommodated

Booking and Payments:

Session cost are as follows:

Club	Session Time	Cost per Child
Breakfast	7:30am – Early Start	£1.00 additional (on top of standard)
Club	7:45am – Standard	£4.50 per session
Afterschool Club	Until 4:30pm	£5.00 per session
	Until 5:30pm	£7.00 per session
	Until 6:00pm – Late Session	£1.50 additional (on top of standard)

- These prices will be revised on an annual basis
- Pre-booked sessions will be booked in advance using your Magic Booking account
- **Sessions booked within 24 hours will need to be made via the school office.**
- **Parents must give 24 hour's notice for cancellations of sessions to enable any places to be booked by other parents**
- Payments are to be made in advance via your Magic Booking account. Please note, you will not be able to book a session without crediting your account in advance

- Childcare vouchers are also accepted as a method of payment. If you will be using childcare vouchers you need to discuss this with the School Office beforehand to put necessary arrangements in place
- Staff who are working outside their contracted hours and require childcare to do so will be charged the discounted rate of £1.50 per session breakfast club. This is to cover the cost of food
- Staff who are asked to work in Breakfast or After school club (to cover for absent staff) and require childcare to do so will not be charged

School Closure:

If school is closed or has to close early, Breakfast Club and After School Club will not run. Refunds on these occasions will be given.

Breakfast Club Registration:

- Children will be signed in as they arrive at Breakfast Club and must be accompanied by a Parent/Carer
- Parents/Carers must collect their child/ren from After School Club
- No children should arrive at Breakfast Club before 7:30am, the latest arrival time is 8.15am
- Breakfast Club Staff will call parents at 8.20am if they haven't arrived at Breakfast Club

After School Club Registration:

- Children are collected from their classroom at the end of the day to attend After School Club
- **Parents should notify After School Club if for any reason their child will not be attending a pre-booked session. This can be done either via the School Office or the wraparound care mobile – the number for wraparound care is 07873 585502**
- **Children are not allowed to sign themselves out of After School Club**

Late Collection:

- After School Club closes at 6pm Monday to Friday. Should your child not be collected by this time, a late collection charge will be applied to your Magic Booking account. This will be applied at the cost of £3.50 per child. If parents are persistently late to pick up their child from After School Club they may risk losing their place
- Parents whose children are booked until 4.30pm but are collected after this time will be charged the full cost of £7.00 per child
- If your child remains at After School Club after 5:30pm and we are unable to contact any of the registered contacts provided, Hollingwood Primary School are legally required to contact Safeguarding Children Services (Social Services)

Food:

Food is provided at both Breakfast and After School Club. Breakfast Club offers a typical breakfast for pupils whereas pupils are offered a snack and a drink at After School Club.

Typical foods available during Breakfast Club include:

- Fruit Juice

- Water
- Semi-skimmed Milk
- Cereals
- Toast

Typical foods available during After school Club include:

- Orange/Blackcurrant Squash
- Water
- Toast/Pancakes
- Wraps with various fillings

Allergies and intolerances are catered for in full and these should be discussed with staff by parents when booking a place.

Breakfast Club Activities and Resources:

- A varied range of activities can be enjoyed at Breakfast Club. These include organised games, board games, reading, Lego etc.
- Resources are stored in the After School Club cupboard and are subject to the school's Health and Safety monitoring and PAT electrical testing

After School Club Activities and Resources:

- A varied range of activities can be enjoyed at After School Club
- Outdoor activities include organised games, use of the trim trail (weather permitting)
- Indoor activities include board games and jigsaw puzzles, a different daily art and craft activity, construction games (Lego, cogs, Duplo, etc), numerous toys including cars and dolls etc
- Whilst at After School Club your child may get involved in messy activities. We provide aprons for these activities but do not take responsibility if your child is not willing to wear an apron. Hollingwood Primary School After School Club accepts no liability for damage to clothing whilst in our care under any circumstances

Safeguarding

- Breakfast and After School Club follow all school safeguarding policies and staff are fully trained. A separate risk assessment is completed for the use of Breakfast Club and After School Club each year
- The school's fire procedures are fully adopted by Breakfast Club and After School Club
- Copies of the fire emergency evacuation plan are displayed in the school's main entrance
- The fire assembly points are on the EYFS outdoor green area
- Medication is to be administered by trained members of staff if it is accompanied by a school administering medication form - these are available from the school office
- Under the e-safety policy, your child will not be permitted to use his/her mobile phone during sessions and that staff will safely deposit phones in a secure place returning them at the end of the session
- Should there be any incidents or accidents involving your child, you will be informed of the situation. All accidents are treated by a qualified first aider. If there is a situation where your child needs urgent medical treatment and are uncontactable, a member of staff from Hollingwood Primary School After School Club may sign any consent forms necessary for treatment on your behalf using the consent from my registration form

- Any information and details regarding your child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other appropriate and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals
- Children cannot be collected by a sibling under the age of 15 years of age and all carers should be named on the school's main information system (Arbor)

Behaviour

- Hollingwood Primary School Breakfast Club and After School Club adopt the policies of Hollingwood Primary School with regards to Behaviour and Exclusions. If it becomes necessary to exclude a child, you will be liable to pay for the cost of the session
- Staff should be treated with proper respect and any behaviour deemed violent or abusive is unacceptable and the above Exclusion and Behaviour Policy will apply

Emergency Contacts/Consents for Breakfast and Afterschool Club:

Staff in Breakfast and Afterschool club will use the school's main system to access information relating to a child's emergency contacts. It is the responsibility of Parents/Carers to keep the school office up to date with any changes relating to emergency contacts.

Consents for Breakfast and Afterschool Club must also be kept up to date, this is done by Parents/Carers directly via the child's profile on Magic Booking.

Complaints:

Any complaints should be made in writing to the Headteacher.