



St Francis of Assisi  
CATHOLIC ACADEMY TRUST

**St Cross Catholic Primary School**  
a part of  
**St Francis of Assisi Catholic Academy Trust**

**Wraparound Care Policy**

**Review Date:**  
**Review Committee:**

**Spring 2027**  
**Local Governing Body**

# **St. Cross Catholic Primary School Wrap around Care Policy**

St Cross Catholic Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a full-time or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of St. Cross Catholic 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.

It is the wish of everyone involved at St. Cross Catholic Primary School's Wraparound Care Provision 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.

**THE SCHOOL** - 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
- 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, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them • always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

**THE CHILD** - I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values and adhere to the Community Code
- 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!

**THE PARENTS** – We will endeavour to:

- ensure that our child only attends sessions that are booked and paid in advance online
- 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 Core Values, Community Code and Behaviour Policy • support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

## **Admissions Policy for Wraparound Care**

St. Cross Catholic Primary School is only available to children of school age who attend our school. Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

## **Online Accounts**

Bookings can be made session by session or as block bookings. Sessions can be booked at any time online and places are subject to availability. It is therefore, recommended that parents do not rely on 'same day' bookings unless in an emergency, once the office has been contacted.

## **Maximum Numbers and Waiting Lists**

Currently our staff/pupil ratios allow for 24 children to attend Breakfast Club and 24 children to attend After School Club. Additional staffing will be considered if demand requires it. Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios.

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

## **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 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 School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour 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**

### **Breakfast Club:**

- Is open term-time only with sessions running from 7:45am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (7:45-8:35) is £5:00 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via our online service

### **After School Club:**

- Is open term-time only with sessions running from 3:15pm to 5:30pm, Monday to Thursday only.
- Will be closed during the holidays including bank holidays and INSET days
- The fee is £5:00 for the first hour, £8:00 till 5:15pm and £10:00 till 5:30pm
- Sessions must be booked in advance via our online Arbor.

## **Payments and Refunds**

Fees are to cover sessions booked in advance online using your online Arbor account.

Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc. after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

## **Childcare Vouchers**

Childcare vouchers can be used for our Wraparound Care. Please contact our Admin team either by phone on 01992 467309 by email on [admin@stcross.herts.sch.uk](mailto:admin@stcross.herts.sch.uk) to inform us of your provider so arrangements can be made.

## **Arrival and Departure Policy and Procedure**

St Cross Catholic Primary School Breakfast Club 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 policy and procedure outlined in this document.

### **Breakfast Club**

#### Arrival to the Breakfast Club

Children of all ages must be dropped off by an adult or person over 16 years of age.

Children will be handed over to the Breakfast Club staff at the Old Entrance from 7:45am.

Arrival can take place up to 8:10am as breakfast will not be served after 8:15am.

At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid. Non-Arrival for Breakfast Club

Non-arrival to the Breakfast Club will result in a call being placed to a parent or carer to ascertain the whereabouts of a child. The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern.

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

Children will be released from Infant Dining Room by the Breakfast Club staff at 8:30am.

### **After School Club**

#### Arrival to After School Club

Pupils will be escorted from their classroom to the Infant Dining room 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 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 12:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child.

At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

#### Non-Arrival for After School Club

In the event of a child not arriving during this time the following procedures will be put into 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.
- The office staff will contact the named Parent ascertain the whereabouts of the child.

#### Departure from the After-School Club

The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.

Children must be collected promptly at the end of your booked After School Club session by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years.

When collecting your child from the school building please use the doorbell to gain the attention of a member of staff, your child will then be brought out to you, please wait by the entrance for your child unless invited in by a member of staff.

Parents and authorised adults must sign the collection register before leaving the building. For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on [admin@stcross.herts.sch.uk](mailto:admin@stcross.herts.sch.uk).

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The Supervisor must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the Supervisor will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

The last pick-up and hand over times for after-school care is 6pm.

#### 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/carers
- Try to contact the parent/carers. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the call after 6:15pm.

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established the staff must contact other authorised collectors from the registration form.

**The staff must inform the Head Teacher or one of the other designated safeguarding leads.**

After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer. If these contacts are unavailable for approximately 30 minutes after the close of their club, the police and Children's Social Care will be contacted.

At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

### **Late Collection from After School Club and Associated Fines**

If your child is not collected at the end of their booked session, then you will be charged for an additional 30 minutes. If you are late picking up after 5.30pm you will incur a £10:00 charge for each 15mins you are overdue.

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

By Phone:

During normal school office hours (8am – 4:00pm) the school office staff will take your message and share it with the staff in our wraparound care team. By Email: [admin@stcross.herts.sch.uk](mailto:admin@stcross.herts.sch.uk)

If you wish to contact either the Breakfast or After School, please email the school office on: [admin@stcross.herts.sch.uk](mailto:admin@stcross.herts.sch.uk) Messages will be shared with the staff.

### **Food Provision**

Both Breakfast and After School care provide food for your child unless directed otherwise by the parent in writing.

Our Wraparound Care staff are aware of the School Food Standards and has received the required training in Food Hygiene. Both the Breakfast and After School care team will provide food that meets the School Food Standards.

### **Allergies, Intolerances and other food requirements**

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form.

We are a 'nut-free' school site and cannot serve or allow children to bring nuts or 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
- Fresh apple/orange juice

The After School team will provide food options which may include cheese and biscuits, breadsticks, fruit and/or vegetable sticks. Water will be available along with squash.

### **Sickness & Medication Policy**

Sickness

All wraparound care staff members 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 unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the wraparound care. Every attempt will be made to keep the child calm and comfortable.
- The Breakfast and After School care staff follow the school's First Aid policy which includes the management of medical conditions.

**Medication**

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, or other such general medications.

**Prescribed Medication**

The Wraparound Care provision is unable to administer any medication during sessions. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer.

Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor.