



WRAP AROUND CARE POLICY

THIS POLICY WAS APPROVED:	JANUARY 2023
POLICY VERSION:	VERSION 1.2
THIS POLICY WILL BE REVIEWED:	JANUARY 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	MIKE FISH
THIS POLICY WAS CONSULTED WITH:	LOCAL GOVERNING BODY
THIS POLICY WAS DISTRIBUTED TO:	MARLEIGH PRIMARY ACADEMY STAFF

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1 Purpose of the policy

- 1.1 To describe how the school delivers a Wraparound Care service which is affordable, sustainable and of quality.

2 Aims

- 2.1 Through our Wraparound Care we intend to:
 - Provide opportunities for fun, enjoyment and learning through a range of activities.
 - Encourage children to develop friendships between age groups and work together cooperatively.

3 Hours

- 3.1 Wraparound Care runs during term time Mon-Fri. Breakfast club starts at 8am and runs until 8:45am. Children can be dropped off at any point during these times.
- 3.2 After school club starts at the end of the school day, 3:15pm, and closes at 6pm.
- 3.3 Children can be collected at any time during the hours the club runs, but regardless of this, payment is based on pre-bookings to either 5pm or 6pm.
- 3.4 The club is open to all children from Nursery to Year 6.
- 3.5 Reception & KS1 children will be escorted to the club at the end of the school day. KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

4 Admission, booking procedures and payment of fees

- 4.1 Places can be booked via the academy office and confirmation will be given via email.
- 4.2 Places are allocated on a first come basis and are then set until cancelled.
- 4.3 Waiting lists will be run for over-subscribed days.
- 4.4 To ensure a place, the required day(s) must be reserved and paid for before the start of the half-term.
- 4.5 Parents will receive an invoice from the academy office detailing places and fees for the upcoming half-term.
- 4.6 If adhoc days are likely to be required, parents should purchase a number of

extra days for the upcoming half-term and use these as and when necessary. There is more likelihood of a space being available if as much notice time as possible is given.

- 4.7 Should you no longer wish your child to attend Wraparound Care, notice must be given at the time of booking for the upcoming half-term.
- 4.8 If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact parents/carers to arrange immediate collection.
- 4.9 If a parent is experiencing difficulty with payment of their fees, they should contact the headteacher as soon as possible.
- 4.10 In the unlikely event that there is debt against the school, the place will not be given or will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the headteacher, and subject to availability.

5 Absence and cancelled sessions

- 5.1 If your child does not attend a session for any reason, other than set out below, cancellations or refunds will not be possible. (This is because we aim to provide places at as low a cost as possible and without intended profit, therefore staffing and other costs are calculated based on expected numbers of children.)
- 5.2 There will be no charge if the child misses a session due to an educational or residential trip.

6 Venue

- 6.1 Wraparound Care is based in its own room, which has free-flow access to one of the outside play areas. Different activities may be carried out in other supervised locations within the school premises.
- 6.2 Should Wraparound Care need to be based in a different location, signs will be displayed informing parents/carers of where to collect their children.

7 Register and Collecting

- 7.1 A register of children who attend Wraparound Care is taken at the start of each session. This register is filed in the Wraparound Care folder which is kept in a locked cupboard in the Wraparound Care room.

- 7.2 Parents drop-off and collect children from the Nursery entrance, using the dedicated phone number to contact staff on the Wraparound Care's mobile phone. If this isn't possible, the wireless door-bell can be used.
- 7.3 A member of staff will escort the children between the room and this entrance.
- 7.4 If someone unusual is collecting a child, the Wraparound Care or office staff must be informed by telephone. Each family must agree a password with Wraparound Care, to be used by adults collecting children who are unknown to staff.

8 Late collection

- 8.1 If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed, in line with 8.3.
- 8.2 If a child is picked up late, a charge of £5 will be made for every 15 minutes, beyond the collection time. This will commence from the third time the child is collected late.
- 8.3 We follow the Cambridgeshire Safeguarding Children Board Policy and Procedure for Primary Age Children not collected from school at the end of the school day, which could result in Children's Services involvement.

9 Breakfast and Snacks

- 9.1 Children will be offered breakfast if they arrive by 8:30am. This will usually include a choice of cereal and/or toast.
- 9.2 After school, children will be offered a snack. This will consist of items such as fruit, vegetables, toast and/or crumpet.

10 Activities/ Provision

- 10.1 A range of activities are planned each session for the children in Wraparound Care. These may include games, role-play, creative, reading, cooking, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- 10.2 The age of the children is considered when planning activities to ensure they

are appropriate.

11 Behaviour

- 11.1 Children and staff are expected to follow all relevant academy policies whilst attending Wraparound Care. This includes the Safeguarding and Child Protection Policy, Positive Behaviour Policy, Physical Intervention Policy, British Values Policy, Spiritual, Moral, Social and Cultural (SMSC) Policy and Staff Handbook.
- 11.2 Only in extreme cases will a child be suspended for a fixed-term or excluded permanently. This will be the decision of the headteacher, but is very unlikely to be necessary without prior and escalating conversations with parents.

12 Health & Safety

- 12.1 Staff must follow the Marleigh Primary Academy Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- 12.2 In the event of a fire or similar emergency, staff must follow the evacuation procedures as displayed on the wall of the room, ensuring all children are accounted for at the evacuation point.
- 12.3 All staff must make themselves familiar with the above documents.
- 12.4 In case of emergency (such as medical or missing child) the headteacher will be informed immediately and procedures followed.

13 First Aid

- 13.1 There must be a qualified first aider on site during sessions.
- 13.2 All accidents will be recorded in the Wraparound Care's accident book and a medical form will be completed.
- 13.3 The accident will be reported to the parent/carer when collecting their child.
- 13.4 Parents/ Carers of any child who becomes seriously unwell during their time at the club will be contacted as soon as possible.
- 13.5 All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

14 Safeguarding

- 14.1 All staff must follow Marleigh Primary Academy's Safeguarding and Child Protection Policy, and related policies and documents, including Keeping Children Safe in Education, Guidance for Safer Working Practices and the Intimate Care Policy.
- 14.2 Any safeguarding concerns must be logged using MyConcern and, in this way, passed on the Designated Safeguarding Lead, as soon as possible,

15 Staffing

- 15.1 Staffing ratios will adhere to those set out in Marleigh Primary Academy's Supervision Policy:
- Children aged 3 – 7 years old: 1:8
 - Children over 8 years old: 1:10
- 15.2 All Wraparound Care staff are DBS checked and must attend Child Protection induction and regular training.
- 15.3 Staffing arrangements are considered to meet the needs of children who have special needs; however, funding will not be available to provide 1:1 support, including for those who may access this during the academy day.
- 15.4 Whilst the academy is growing and numbers of children attending wrap-around-care are increasing, we will carefully monitor ratios and places available, increasing numbers of staff as soon as possible to meet increased demands when they occur.