

Bournmoor Primary School

Policy for Wraparound Care

Policy dated:	July 2026
Review:	September 2027
Headteacher:	Mrs Laura Snowdon
Chair of Governors:	Mrs Lynda Carr

Aims of this policy
This policy has been written to provide information for the parents, carers and staff at Bournmoor Primary School about the Wraparound Care provision on offer. The policy aims to give guidelines and support in regard to the care on offer at school at the Breakfast and After-School provision.

Our Wraparound Care
The Wraparound provision is run by Bournmoor Primary School and exists to provide quality, affordable out-of-school hours childcare for our parents and families. It provides a range of activities in a safe environment and it is staffed by appropriately qualified wraparound assistants who work at the school. The provision operates from **8.00am to** the start of the school day for our **FREE SESSION** and from **3.15pm – 5.00pm or until 6:00pm** for our **PAID SESSION.**

Arrival and Departure:

Breakfast Provision
Our school offers Wraparound provision from 8.00am to the start of school day is free.

- Parents/Carers bring the child to the main office for 8am and sign them in on our I-pad. This ensures they are registered in our school by an adult.
- Children remain in the hall with their friends to receive their free breakfast.
- They are then taken to their classrooms by the wraparound staff to start their lessons.

After-School Provision
Bournmoor Primary School offers an after-school provision from end of school until 5.00pm (for £6.00) or until 6.00pm (for £8.00). Both of these times include a snack tea.

- Wraparound staff will escort all Early Years children attending the evening club to Wraparound at the end of the school day.
- Children in KS1 and KS2 will be met in the hall by Wraparound staff.
- The club staff will take a register of all the listed children and will liaise with the class teacher/school office to determine any reason why a child is not present.

Departure:

- When a child is collected at the end of or during a session, the child needs to be signed out and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child once they are admitted via our school office.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Wraparound staff if their child is going to be absent for any reason.
- Children must be collected no later than 5.00pm or 6:00 (depending on session booked) by a parent/carer to prevent incurring late fees.

Admissions and Bookings to Wraparound Care

- Only children attending Bournmoor Primary School are eligible to attend our Wraparound.
- The registration process must be completed prior to the child's commencement at the after school wraparound club.
- Upon enquiry, interested parents and carers will be given a copy of this policy and will need to complete the '**Bournmoor Primary Wraparound Registration Form'** at the end of it.
- It is important that contact details, medical information and any SEN information is accurate and kept up to date and it is the responsibility of the parent to ensure that the school is informed so Wraparound Care provision is made aware of any changes to these.
- If there is an emergency and you need childcare last minute, then enquiries would need to be made through the school office. We would then need to check if places are available.
- All places are subject to availability.
- In the event that Wraparound is oversubscribed, please contact school to enquire about a waiting list.

Booking and Payment of Fees (including late fees)

- Bookings are to be made via ParentPay for after school wraparound and must be paid for a week in advance to ensure we have the correct staffing in place/register of children.
- Parents can start booking for the following week on a Monday and bookings end on a Sunday.
- Parents should select when they book which days. When you have chosen your requirements, you will then be taken through to the payment window and once this is completed the booking will be confirmed on ParentPay.
- Fees are to be paid in advance, and payment is due for all agreed sessions even if your child is unable to attend their booked session.
- If payment is not received in advance of the child attending Wraparound, staff will not be able to allow the child to enter the provision as they are not listed for the session and therefore not on the register.
- In this instance, our usual late collection procedures will be used i.e. we telephone home for an adult to collect the child.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.
- You will be charged for allocated places regardless of whether your child attends or not. This is because of staffing and overtime arrangements.

Please note the following late fees apply for after-school club. This is because of staffing and overtime incurred:

- £5 for every 15 minutes late after 5 o clock
- £10 for every 15 minutes late after 6 o clock

If you know you are going to be late, please phone as soon as possible.

If you are eligible for childcare vouchers (as per the information on gov.uk), you can speak to Mrs Pinnington in our school office who can provide the correct website to check this.

Behaviour

Whilst attending Wraparound, children are expected to follow our Bournmoor Primary School Wraparound rules at all times.

These are:

- We follow instructions
- We help to keep our Wraparound safe and tidy
- We treat our school and everyone in it with respect and kindness

Bournmoor Primary School believes in the highest expectations of behaviour from all of our children. Our school considers positive relationships to be at the heart of everything we do. Our Wraparound staff expect the highest expectations for behaviour before and after school. When children don't follow the rules, staff will use a phased response to inappropriate behaviour, this will include:

1) Reminder of our rules
2) Yellow - warning
3) Orange - removal from an activity
4) Red - removal from an activity and parents informed

Staff use a range of positive behaviour management strategies in order to enable our pupils to succeed and follow our simple rules. These strategies include: setting challenges or jobs, offering quiet withdrawal, speaking to the child privately and reminding the child of our rewards. The Headteacher reserves the right to exclude a child from attending the provision (see our Behaviour Policy).

First Aid

- All accidents will be recorded using the school's First Aid recording system and accurately reported to the parents/carer upon collection.
- All incidents are dealt with by a qualified first aider.

Uncollected children from Wraparound

If a child has not been collected by 5:15pm or 6:15pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, a referral to First Contact will be made. Please ensure that we have a list of suitable adults who can collect your child to avoid this situation occurring.

Uncollected children directly after school

For children who are not collected as expected from school at 3.15pm, Wraparound provides a safe space while parents/carers arrive. If a child is not collected by 3.30pm, they will be taken to staff to attend Wraparound and the cost for this session will be added to ParentPay.

This policy works alongside other relevant school policies including:

- ✓ Safeguarding Policy
- ✓ Equality Policy
- ✓ Behaviour Policy
- ✓ Health and Safety Policy

Bournmoor Primary Wraparound Registration Form

Name of parent completing this form_____

Pupil Personal Information

Forename:		**Surname:**		**DOB:**	
Home Address:					
Post Code:		**Telephone:**			

Pupil Medical Information

Doctor's Practice:		**Medical Conditions:**	

Is there a current Health care Plan in School? Yes/No

Dietary Information

Allergies:		**Dietary Requirements:**	

Nominated Individuals Authorised to collect your child
Please provide on the list below the full names of all individuals authorised to collect your child from Bournmoor Primary Wraparound, **including parents and carers**.

	Name	**Relationship to child**	**Telephone Number**
1.			
2.			
3.			
4.			
5.			
6.			

A copy of this policy is provided to all parents of children attending Bournmoor Primary Wraparound and is also available on the school website. All parents must adhere to the terms of this policy.

I confirm that I have read and understood the Policy for Wraparound Care and agree to the content

Signed	
Print name clearly	
Date	