



**St. Ethelbert's Catholic Primary School  
and Nursery**

**Wraparound  
Care Policy**

Date of Policy Issue: September 2025

Name of Responsible Person:

Role of Responsible Person:

Signature of Responsible Person:

Signature of Headteacher :

Signature of Chair of Governors .....

Date agreed:

Date to be reviewed: August 2026

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

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*'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'*

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St Ethelbert's Catholic Primary School and Nursery 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 Ethelbert's Catholic Primary School & Nursery and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff are all members of staff who have the necessary qualifications for first aid and food hygiene.

It is the wish of everyone involved at St Ethelbert's Catholic Primary School & Nursery'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
- 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 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 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

This agreement forms part of the Admission forms and must be signed and returned before starting either the Breakfast Club or After School club.

### **Admissions Policy for Wraparound Care**

St Ethelbert's Catholic Primary School & Nursery Wraparound Care 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.

### **Registration Forms**

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **MUST** be returned directly to the school office in a sealed envelope and **NOT** via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

### **Online Accounts**

Parents have access to School Money. (Please speak to the school office for more information about this system.) Bookings can be made session by session or as block bookings once your account has been credited. 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.

### **Maximum Numbers and Waiting Lists**

Currently our staff/pupil ratios allow for 30 children to attend Breakfast Club and 30 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. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by St Ethelbert's Catholic Primary School & Nursery 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**

St Ethelbert's Catholic Primary School & Nursery 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 (7:45/8.00-8:40) is £2.50 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via School Money

St Ethelbert's Catholic Primary School & Nursery After School Club:

- Is open term-time only with sessions running from 3:20pm to 6.00pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is £6.50.
- Sessions must be booked in advance via School Money

## **Payments and Refunds**

Fees are to cover sessions booked in advance online using a School Money account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information.

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 illness, 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.

## **Childcare Vouchers and Tax-Free Childcare**

Tax Free Childcare vouchers can be used for our Wraparound Care. Other childcare vouchers may be able to be used but in both instances please contact our Bursar either by phone on 01843 585555 or by email on [bursar@stethelbertschool.co.uk](mailto:bursar@stethelbertschool.co.uk) to discuss this further.

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

St Ethelbert's Catholic Primary School & Nursery 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 Visitor Entrance on Dane Park Road either at 7:45am or 8.00am

**Arrival can take place up to 8:01am 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.

**Non-Arrival for Breakfast Club**

Any child who does not attend for more than 3 sessions, without informing the school office/breakfast club staff by 8am, will no longer be permitted to attend breakfast club for the remainder of the term and the place will be offered to another child.

Any child who arrives later than 8.01am will not be allowed access to breakfast club that session.

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

At 8.35 the children collect their belongings and are escorted to their classrooms by Breakfast Club staff.

**After School Club**

**Arrival to After School Club**

Pupils will be escorted from their classroom to the Music 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 2:30pm 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.

**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.

**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 at the end of the session your child will be brought out to the gate by a member of staff. If you need to collect your child early from wraparound care please phone the designated mobile number **(07400170519)** to speak to a member of staff who will then bring your child out to you. Please wait by the visitor entrance.

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 email to the school office on [admin@stethelbertschool.co.uk](mailto:admin@stethelbertschool.co.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 wraparound care staff 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 staff 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 time for after-school care is **6.00pm**.

#### **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/carer
- Try to contact the parent/carer. 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.

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. 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. If you are late picking up after **6.00pm** you will incur a £5:00 charge for each 15mins you are overdue.

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late from the After School Club.

Children who are late to be picked up after the end of the school day at 3:20pm or late picking up from extra-curricular clubs, will be put into After School Club and a charge will be made.

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. After 4pm the wraparound care staff can be contacted on **07400170519** which is a designated mobile phone for this purpose.

By Email:

If you wish to contact either the Breakfast or After School, please email the school office on: [admin@stethelbertsschool.co.uk](mailto:admin@stethelbertsschool.co.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.

We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.

If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.

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, beans, toast, 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.
- Parents are asked to telephone the main school line on the first day of their child being absent with illness and give the reason. .
- Parents are asked not to bring their child to the Breakfast Club or After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- 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.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast and After School care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website:

<https://www.stethelbertsschool.co.uk/ste-first-aid-policy/>

#### **Medication**

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

**Prescribed Medication**

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 with consent of the parent/carer.