

St. Barnabas CofE First and Middle School  
**Wraparound Care Policy**



Last reviewed on: June 2025

Next review due by:  
June 2027



## Curriculum Intent

### Community of Learning:

To enable all our children to aspire to seek out challenging learning experiences together.

### Celebration:

Children's unique identities and learning styles are celebrated and tailored to, enabling them to build a positive mind set towards their learning.

### Empowerment:

To empower a strong sense of determination allowing all our children to flourish in all areas of our enriched curriculum creating positive school memories.

## Policy Intent

### Community of Learning:

- To have a good understanding of our own and others' mental health and wellbeing.
- To understand what it means to be part of a community, within and outside of school.
- To develop respect and tolerance for others, being sensitive to how others may respond.

### Celebration:

- To have confidence, respect for others and self-esteem, whilst having the strategies and social skills to flourish in relationships

### Empowerment:

- To understand about the range of relationships, developing a sense of personal identity and emotional awareness.
- To learn about our bodies, looking after them and keeping healthy and safe.
- To understand the role technology and the media plays in our society.

**Commented [LB1]:** @Elizabeth Whetham (St Barnabas) is this needed at the start of a wraparound care policy? Seems bizarre!

## St. Barnabas CofE First and Middle School Wraparound Care Policy

St. Barnabas CofE First and Middle 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. Barnabas CofE First and Middle 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. Barnabas CofE First and Middle Schools 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.

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

- be polite, friendly, kind and helpful to others.
- demonstrate the school's special Values.
- respect the feelings and beliefs of others.
- be responsible for all resources and help to keep my school tidy and safe.
- not use my mobile phone and put it away somewhere 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.
- ensure school are up to date with allergy and intolerance information.

***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. Barnabas CofE First and Middle School Wraparound Care is only available to children of school age who attend our school.

Once a pupil leaves our school, this childcare service will no longer be available to them.

### **Registration Forms**

Parents and Carers will be required to have completed up to date pupil forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These 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. These should already be held by school upon joining St. Barnabas CofE First and Middle School, but if anything has changed, updates must be completed.

### **Online Accounts**

Parents will be required to set up a ParentPay account if they do not currently have one. (Please speak to the school office more information about this system.) Bookings can be made session by session or as block bookings once your account has been credited.

Sessions should be booked by 2pm for after school club and by 9pm the night before for any morning sessions. Parents in receipt of Childcare Vouchers should book via the school office on [office@st-barnabas.dowmat.education](mailto:office@st-barnabas.dowmat.education). 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 20 children to attend Breakfast Club and 20 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. Barnabas CofE First and Middle 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.
- Additional funding for out of school child care.

### **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. Barnabas CofE First and Middle School Breakfast Club:**

- Is open term-time only with sessions running from 7:30am and children cannot enter before this time.
- Will be closed during the holidays including bank holidays and INSET days.
- The fee for the full session (7:30-8:40) is £5.50 and is inclusive of breakfast and a cold drink.
- Sessions must be booked in advance via our online service (or via the office email address for those in receipt of Childcare Vouchers)

### **St. Barnabas CofE First and Middle School After School Club:**

- Is open term-time only with sessions running from 3:15pm to 5:30pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the first session (3:20-4:30) is £5.50 and is inclusive of a snack (served at 3:35pm) and a cold drink.
- The fee for the second session (4:30-5:30) is £4.50 and is inclusive of a cold drink.

- Sessions must be booked in advance via our online service (or via the office email address for those in receipt of Childcare Vouchers)

### **Payments and Refunds**

Fees are to cover sessions booked in advance online using a ParentPay account. Fees cannot be paid in cash or by cheque at any time as we are a cashless school. 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. 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 endeavor to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Breakfast Club or After School Club you must inform the office at least 24 hours prior to the session in order to have a refund.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward.

### **Childcare Vouchers**

Childcare vouchers can be used for our Wraparound Care. Please contact our Finance Officer by phone on: 01905 840366 or by email on [finance@st-barnabas.dowmat.education](mailto:finance@st-barnabas.dowmat.education) to inform us of your provider so arrangements can be made.

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

St. Barnabas CofE First and Middle 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 in Year 6 and 7 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children will be handed over to the Breakfast Club staff at the side gate by the school office from 7:30am and an adult must accompany them until hand over. Arrival can take place up to 8:30am but breakfast will not be served after 8:25am.

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.

After breakfast, the children can participate in a free play activity of their choice. No use of iPads or mobile phones will be permitted during this session.

#### 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. Monies will not be refunded for absence unless cancelled formally at least 24 hours prior to the session starting, except in exceptional circumstances.

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

Children will be released from building by the Breakfast Club staff at 8:40am and make their way to their classrooms for the start of their day. Younger children will be accompanied.

### **After School Club**

#### Arrival to After School Club

Pupils will be escorted from their classroom to the First School Hall 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 9:00pm the night before 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 side gate by the school office, your child will be brought out to you, please wait by the gate for your child unless invited in by a member of staff.

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 [office@st-barnabas.dowmat.education](mailto:office@st-barnabas.dowmat.education)

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 for after-school care is 5:30pm.

#### 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 after 5:30pm.

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 for an additional ~~50p~~ session. If you are late picking up after 5:30pm we reserve the right to charge £2:00 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 the standard session fee will be billed.

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

By Phone:

During normal school office hours (8:30am – 4:00pm) the school office staff will take your message and share it with the staff in our wraparound care team.

By Email:

If you wish to contact either the Breakfast or After School , please email the school office on: [office@st-barnabas.dowmat.education](mailto:office@st-barnabas.dowmat.education)

Messages will be shared with the staff.

If you need to contact the Wrap Around team in an emergency when the school office is closed please call

**07749 911967**

#### **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.

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
- Yoghurts

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 and milk.

## **Sickness & Medication Policy**

### **Sickness**

At least one staff member will 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 diarrhea, 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.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents are asked not to bring their child to the After-School Club who has been vomiting or had diarrhea, 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: [www.st-barnabas.dowmat.education](http://www.st-barnabas.dowmat.education)

### **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

The Wraparound Care provision is unable to administer any medication during sessions unless in an emergency requiring an EpiPen. 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.