



Wrap Around Care Policy

Reviewed – Summer 2025

Next Review Summer 2026

After School Club Policy – Shenley Primary School

Purpose of the policy

- To describe how the school delivers an After School Club service which is affordable, sustainable and of quality.

Aims

Through our After School Club 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 Co-operatively.

Hours

- Our Breakfast Club runs Mon-Fri 7.45- 8.45am
- After School Club runs Mon-Thurs, starting at the end of the school day and **closing at 5:50pm.**
- All spaces are subject to availability based on ratios.
- Places are limited and can be booked via your Arbor App.
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Reception to Year 6.
- 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.

Admission, booking procedures and payment of fees

- Registration forms, available from the school office, **must be completed** prior to a child starting at the club.
- Emergency contacts must be given before a child can attend the club.
- To ensure a place the required day(s) must be reserved and paid for whether or not they are used (unless the child is absent from school due to illness or on a school trip).
- Fees should be paid at the time of booking.
- Places are set until cancelled.
- One-off slots can be booked, if space is available
- Should you no longer wish your child to attend After School Club, you must cancel their place 24 hours in advance.
- Waiting lists will be run for over-subscribed days.
- Fees must be paid through Arbor, we do not accept cash.
- Some concessions may be available. A meeting can be arranged to discuss this.
- If a session has not been booked/paid for in advance, the child may not be able to stay and a member of staff will contact parents/carers to arrange immediate collection.

- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the school office as soon as possible.
- 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 a member of the headship team, and subject to availability.

Absence

- If your child does not attend a session the full amount will still be charged. If your child is not in school due to illness you will not be charged if you have provided the school with adequate proof.

Venue

- Breakfast/After School Club is based in its own dedicated area and children can be dropped off/collected by the Wrap Around Care door in the front playground.
- Should the After School Club need to be based in a different location (for example in the summer we may use the back field), signs will be displayed informing parents/carers of where to collect their children.

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session.
- Staff will record who collected each child on the register.
- If a parent is unable to collect their child as arranged, they must call the school office to advise them of the alternative collection arrangements.
- If someone else will be collecting a child, the ASC or office staff must be informed by telephone.
- Each family must agree a password with after school club, to be used by other adults collecting their child. This must be recorded on the registration paperwork.

Late collection

- 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 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.
- Staff will follow and record late collections.
- If a child is picked up late a charge of £15 will be made for the first 15 minutes and then £1 per minute thereafter.

Snacks

- The school will provide a healthy snack/light tea for all children at the start of the session.
- Squash and drinking water is available to the children at all times.

Activities/ Provision

- The children will be given the opportunity to take place in a range of activities for example:
 - Colouring, drawing, crafts
 - reading,
 - cooking,
 - PE, games
 - computers/iPads,

- learning & discovery,
- outdoor activities or movies.

The age of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the Breakfast/After School Club.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

- Staff must follow the Shenley Primary School Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for After School Club.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be contacted immediately and procedures followed.

First Aid

There must be a qualified first aider on site during sessions.

- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in line with the schools H&S policy. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Shenley Primary Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 18 children (1:18) where possible.
- All Breakfast/After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Shenley Primary Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Level 3 or equivalent, or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings and payments: 01923 855864 (School Office)

Enquiries/Contact during the session: 01923 855864 Option 3 (After School Club Leader)

Signed HT: