



## Wraparound Care Policy and Procedures

Category: Non-Statutory	Approved by: Finance & Resources Committee
Approved: December 2025	Next Approval Due: December 2026
Initial Review by: Head Teacher	Formal Review by: Finance & Resources Committee
Linked Policies: <a href="#">Equality Policy</a> , <a href="#">The Child Protection and Safeguarding Policy</a> , <a href="#">Health and Safety Policy</a> , <a href="#">Schools Behaviour Management Policy</a> , <a href="#">The Complaints Policy</a> , <a href="#">Special Needs and Disabilities Policy</a> .	

### **Our Christian vision:**

*Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed everyone and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for all.*

At Woolhampton CE Primary School we offer a range of extracurricular activities run by outside providers and members of our own staff.

We also offer Wraparound care in the form of a Breakfast Club and an After-School Club held in the Old School House, which aim to provide Woolhampton parents with childcare from 7.30am to 6.00pm.

### **Breakfast Club**

Breakfast Club is open to pupils of Woolhampton School and is a safe space to play before school. Children are offered a breakfast of a selection of cereals or toast with a selection of toppings and a drink.

Session Times are 7.30am to 8:30am and two members of our staff are responsible for running the club.

The club operates bookable sessions at a cost of £4.50 per session, £4.05 for siblings (January 2026, paid in advance via [Scopay](#), the School's online payment portal).

Pupils eligible for Pupil Premium are entitled to free sessions.

### **After School Club**

The After-School Club offers a safe place for pupils to enjoy free play with a balance of structured activities that children are invited to participate in e.g., playground games, art and craft activities. No activity is compulsory, and a light snack will be provided.

The After-School Club is open to pupils of Woolhampton Primary School with a maximum of 20 spaces per session and is run by two members of our own staff from 3.15pm to 6.00pm, Monday to Friday.

Where the use of the Old School House hall is not possible due to its use by other school clubs, a suitable classroom location is used and the children also have access to the playground when the weather conditions are suitable.

The cost per session is £11.50, £10.35 for siblings (January 2026).

Some afterschool club sessions may be available at reduced or waived fees for children eligible for pupil premium. A reduction/waiver of fees will be assessed on a case by case basis.

### **Applying for a place**

Registering your child for either or both our Wraparound options can be done by emailing [ASC@woolhampton.school.org](mailto:ASC@woolhampton.school.org) to receive an application pack (containing a Registration Form and Parent Contract).

Completed forms should be returned to the same email address. Once checking is complete, booking via Scopay will be enabled, for parents to book their child's sessions.

Registered children must, wherever possible book their regular sessions via [Scopay](#) no less than half a term in advance. Occasional bookings can be made on an adhoc basis via Scopay or emailing [ASC@woolhampton.school.org](mailto:ASC@woolhampton.school.org).

### **Admissions Criteria**

- 1) Siblings of children already registered with the ASC will be given priority for new starters in September.
- 2) New starters are eligible to apply for a space from the date the school place has been offered, we will endeavour to respond swiftly to this, spaces are on a first come first served basis.

### **Cancellation of sessions**

Sessions booked but not attended will still be charged and are not transferable.

The school reserves the right to cancel sessions in the event of adverse weather, loss of utilities to school house and school, and exceptional circumstances due to staff absence.

### **Payment of fees**

Payment of fees for your child's regular sessions for the upcoming half term should be paid at the time of booking via [Scopay](#). The school does accept payment with Childcare Tax Vouchers, either existing workplace schemes or the government initiative – please do not hesitate to contact the school office for further information.

If a parent/carer is having difficulty paying the fees in advance, then they must contact the Headteacher and arrangements for payment by instalments will be considered.

### **Late Collection**

If a parent is going to be late they must inform the club and arrange for their child to be picked up by a named third party from the child's emergency contact list or who from an approved adult with permission from parents/carers provided to school.

If your child is not collected by 7pm then staff will ring Children's Services. 2 members of staff will remain with the child until collected.

The club reserves the right to charge a late collection fee of £10 per 15 minutes to cover the cost of the 2-remaining staff.

### **General policies relating to our Wraparound Care Provision**

All our policies relating to our provision can be found on our school website.

### **Code of Behaviour**

The children will be expected to follow the school's behaviour policy.

### **Complaints**

If there is a matter that parents wish to raise, then initially they should talk to the club manager to see if it can be resolved, if this is appropriate. If the matter has not been resolved, then the parent should contact the Headteacher to seek a resolution. If the parent feels the matter has still not been resolved, they should write to the Chair of Governors.

### **Illness**

If a child becomes unwell during the session, then a member of the team will contact their parent/carer/emergency contact for collection. If a parent/carer/emergency contact is unable to be reached and the child's condition is serious medical assistance will be sought.

### **Equal Opportunities Strategy**

The After-School club is committed to equal opportunities for all members of our school community.

### **Special Needs**

The school aims to make the After-School club equally accessible to all children. We hope to offer the care necessary for integration.

### **Pupil Premium**

The school may offer spaces at reduced or waived fee to children who are eligible for pupil premium funding, this will be assessed on a case-by-case basis.

This policy has been approved by Woolhampton Finance and Resource Committee and will be reviewed annually.