



Wraparound Care Policy and Procedures

Category: Non-Statutory	Approved by: Finance & Resources Committee
Approved: December 2024	Next Approval Due: December 2025
Initial Review by: Head Teacher	Formal Review by: Finance & Resources Committee
Linked Policies: Equality Policy , The Child Protection and Safeguarding Policy , Health and Safety Policy , Schools Behaviour Management Policy , The Complaints Policy , Special Needs and Disabilities Policy .	

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 which aims to provide Woolhampton parents with childcare.

Our After School Club is also available by arrangement to pupils of Bucklebury Primary School, to whom we offer 5 spaces.

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 cereals or toast and a drink.

Session Times 7.30 am to 8:30 am

Registering your child

Please email ASC@woolhamptonschool.org to receive an application pack.

Staffing

Two members of school staff.

Location

The Old School Hall

Costs

The club operates bookable sessions at a cost of £3.50 per session 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 is open to pupils of Woolhampton Primary School (20 spaces per session) and Bucklebury Primary School (5 spaces per session).

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.

Staffing

The After School Club is staffed by school staff. 2 members of staff are employed as playworkers, one member of staff is the manager. Staffing ratios for KS1 children are 1:8. All staff members hold enhanced Disclosure and Barring Service (DBS) clearance. Staff will be following the schools Safeguarding Policies and Procedures.

For further details see [The Child Protection and Safeguarding Policy](#).

Location

The Old School House.

Where this is not possible due to use of the hall by other school clubs, a suitable classroom location is used.

The children also have access to the playground.

The environment will be managed in accordance with our [Health and Safety Policy](#).

Registering your child

Email asc@woolhampton.school.org to receive an application pack. Once received, completed forms should be returned to the same email address.

Application Pack contains:
Registration Form
Booking Form
Parental Contract

Session Times and Costs

The club is open on term times only. It operates from 3:15pm to 6pm, Monday to Friday. The cost is £10 per session.

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

Booking sessions

Registered Woolhampton children must book their regular sessions via [Scopay](#) no less than half a term in advance.

Registered Bucklebury Children will book via a booking form (contained within the Registration Pack) sent to asc@woolhampton.school.org

General policies relating to Afterschool Club

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.

Occasional Bookings

If your child has completed the application pack and spaces are available these are possible to book via [Scopay](#) for Woolhampton Parents or email to ASC@woolhampton.school.org

Payment of fees

Payment of fees for the upcoming half term should be paid promptly on request, no later than the half term starts via [Scopay](#).

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 Payment of fees

If the payment is not received by the date specified, the school reserves the right to offer the session to another child on the waiting list.

Code of Behaviour

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

For further details please see the [Schools Behaviour Management 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.

For further details, please see [The Complaints Policy](#) on the Website.

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.

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.

Equal Opportunities Strategy

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

Please see Woolhampton School [Equalities](#) Policy.

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.

Please see Woolhampton School's [Special Needs and Disabilities Policy](#).

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.

Admissions Criteria

- 1) Children who are registered and attended temporary childcare at Woolhampton Club will be allocated the first Woolhampton spaces. This will remain in place during their time at Woolhampton.
- 2) Bucklebury children will be allocated spaces on a first come first serve basis.
- 3) Siblings of children already registered with the ASC will be given priority for new starters in September.
- 4) 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 on a first come first serve basis.

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