



Welburn Community Primary School  
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# Wraparound Care Policy

**2022 - 2023**

## **Our Aim**

***Wonder  
Explore  
Learn  
Belong  
Understand  
Respect  
Nurture***

We will provide a safe, supervised and stimulating play environment for all our pupils.

## **About**

Children can join in a range of activities (inside and outside) at both clubs and they are able to complete any homework if they wish to. The activities will vary and there will also be opportunities for children to relax before and after their busy day at school.

Food is provided at both clubs.

## **Session Times**

Breakfast Club: 7.30am – 8.45am

At 8.45am children will join other pupils in the classroom. Classrooms are supervised from 8.45am.

After School Club: 3.30pm – 6.00pm  
Children will be escorted to the hall by school staff.

Breakfast and After School Club operate in term time only. They are not open on Training Days.

## **Staff**

Breakfast Club: Mrs McCay  
Miss Thompson

After School Club: Mrs Bailey  
Miss Bridgeman  
Miss Cook  
Mrs Dryburgh

## **Registration**

For both clubs, parents/carers must complete the Wraparound Care Agreement. This can be found at the end of this policy or requested from the school office.

## **Booking**

For regular bookings for both clubs, parents/carers must book at the start of each half term. For ad-hoc bookings, please book by Thursday for the following week. Places are offered on a first-come, first-served basis.

For Breakfast Club, bookings are made on Parent Pay or by contacting the office.

For After School Club, bookings are made on the booking form which is available on the website, or by contacting the office.

If spaces are available, they can be booked with 24hrs notice but cannot be guaranteed.

## **Fees**

**Breakfast Club:** 1<sup>st</sup> child = £5.00 per session.  
Siblings = £4.00 per session.

### **After School Club:**

<b>Session</b>	<b>1<sup>st</sup> child</b>	<b>Siblings</b>
3.30pm – 4.30pm	£5.00	£4.00
3.30pm – 5.30pm	£8.00	£7.00
3.30pm – 6.00pm	£10.00	£8.00

Bookings will be added to Parent Pay at the end of each week for you to make payment.

Fees will be reviewed by the Governing Body in the Summer Term annually and any changes notified.

All children must be collected from After School Club **by** 6pm. Late collection may result in a £10 fee.

## **Food and Drink**

### **Breakfast Club**

A choice of cereal, toast & preserves, fruit, milk and fruit juice is available to all children attending the Breakfast Club.

The last breakfast is served at 8.15am to give the children time to eat and staff time to disinfect the room after use.

### **After School Club**

We offer a healthy snack when the children arrive at After School Club. Water and juice will be provided. We have a snack menu which may vary. Snacks may include pitta bread and cheese, bagels, vegetable sticks and dips, fruit and yoghurts.

All staff in the Breakfast and After School Clubs will hold a Food Safety certificate.

## **Absence**

Please remember to report Breakfast Club absences by 8am.  
We will call if no contact has been made.

### **Illness**

Parents will be notified in the event their child becomes unwell, in accordance with school's policy. Children who are ill cannot attend the clubs and in the event of sickness or diarrhoea must be off for 48 hours after the symptoms have finished.

If your child requires prescribed medication during the session, please ensure you have completed a medicine consent form.

### **First Aid**

The school first aid and administration of medication policy applies at all times. There will always be a qualified first aider on site during sessions.

### **Behaviour**

We expect all children attending the Breakfast and After School Clubs to abide by our School rules and the School Behaviour Policy which is available on the school website.

### **Security**

The school is committed to providing a safe and secure environment for our wraparound care provision. Staff will adhere to the following guidelines:

- No child will be left unsupervised at any time in our Breakfast and After School Clubs.
- Children will not be allowed to leave After School Club with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child, that child will remain in school and parents will be informed of the decision.
- Children must be signed out of After School Club by the collecting adult.

### **Health and Safety**

Our Wraparound Care aims to ensure the health, safety and welfare of all staff and children. Staff will adhere to the Welburn Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.

As a matter of course, the following steps will be taken:

- Create an environment that is safe and without risk to health;
- Use, maintain and store equipment safely;
- Ensure all staff are competent in the work they are engaged in.

### **Other Policies**

The Breakfast and After School Clubs follow all other school policies:

Safeguarding and Child Protection

Equal Opportunities

Health & Safety

First Aid and Administration of Medication

Review Date: April 2024



## Welburn CP School Wraparound Care Agreement

I.....(PRINT NAME) parent/carer of  
.....have read and accept a copy of the Wraparound  
Care Policy and agree to abide by the terms therein. The sessions in this contract are  
7.30am-8.45am for Breakfast Club and 3.30pm – 6.00pm for After-School Club.  
Sessions are booked on a first come, first served basis.

- I accept that I am the “contracting” parent/carer for the above child and agree to make payments in advance via Parent Pay.
- I understand that fees are subject to review every year by the Governing Body.
- I understand that if any fees are not paid, that my child’s place may be withdrawn.
- I understand that a fee may be applied for late collection from 6.00pm onwards at a cost of £10 and will be charged to my Parent Pay account.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the Breakfast and After-School Club.

Parent/Carer Signature.....

Date.....

### **AFTER SCHOOL CLUB ONLY:**

### **NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD FROM AFTER SCHOOL CLUB**

Please provide below the full names of all individuals authorised to collect your child/ren from our After-School Club, including parents and carers. I understand that the club will not release your child to anyone else.

Name:

Relationship to the child: