



# Wraparound Breakfast and After School Provision Policy

Author:	Jade Reid
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## Aims

- To provide an affordable childcare facility for parents and carers.
- To provide a welcoming, safe and secure environment for pupils at the end of the school day.
- To provide children with a nutritious snack in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

## Organisation

- The email address for contacting After School Provision is: [afterschool@oldparkprimary.com](mailto:afterschool@oldparkprimary.com) and to contact breakfast club please email [breakfast @oldparkprimary.com](mailto:breakfast@oldparkprimary.com).
- Membership registration can be accessed on request from the school office.
- Breakfast Provision is open from 7.30am until the start of the school day.
- After School Provision is open from the time your child's class is dismissed until 5.30pm.
- Provision is available for pupils from Foundation to Year 6 and during the year prior to which they are due to start school (i.e 3+).
- Each child's details, medical conditions, allergies, parent contact details and additional emergency contact information is kept securely.
- Children are registered as they arrive.
- Parents should drop their child/ren off and collect their child/ren from the Peace Garden entrance.

## Annual Membership

- Membership is for an academic year and regular monthly payments are required to secure a place.
- Parents should indicate their specific need (days per week) so ratios can be met appropriately.
- To ensure appropriate staffing ad-hoc bookings are not available.
- Parents cannot send their child for more sessions a than the agreed annual membership booking, if you attempt to exceed the allocation in a week entry will be refused.
- Parents will need to secure a place by committing to a minimum of one day per week. Fees are payable regardless of whether the child attends.
- Parents who work shifts and have changeable patterns: You do not have to name the day(s) of the week that your child is attending but must book the appropriate number of days per week annual membership and inform us of the actual requirement in the week prior or earlier if possible by emailing: [afterschool@oldparkprimary.com](mailto:afterschool@oldparkprimary.com) or [breakfast@oldparkprimary.com](mailto:breakfast@oldparkprimary.com)
- Any changes to your annual membership will need to be sent via email for consideration. If approved, you will be notified with a revised monthly payment. These will be permanent changes for the remainder of your annual membership.

## Membership Fees and Payments

Charges for the Provision are calculated taking into account staffing ratios, provision of food, services and resources.

To ensure the provision remains sustainable, no refunds will be given if your child is absent.

All costs applicable to the wraparound facility are available on the school website. Parents will be notified of any price increases in good time.

## **Payments**

Sessions must be booked via Arbor and are payable per calendar month at the point of booking. All sessions for the month must be booked and paid for 48 hours in advance of the first of the month. Payments can be made by childcare voucher, tax-free childcare national savings scheme or Arbor. Please ensure the school know your child/s voucher or tax-free childcare reference number to allow your payment to be identified and allocated to your account.

If you forget to book your sessions for the month and your late admission can be accommodated, this will come with an administration fee.

Parents who collect their child late for after school club will be charged a late collection fee per child payable immediately prior to your child attending their next session.

If you wish to discuss our payment terms, please contact the school office who can help further.

## **Membership Cancellation by Parents**

One months' notice is required for cancellations and reductions. Payment is due in full for the month of notice and your child is entitled to attend the provision during in this period.

Please email a written cancellation notice to cancel or reduce memberships.

## **Cancellation by the School**

There may be circumstances that arise where the school may need to cancel the provision. This decision will not be made lightly and may be a result of closure due to Health and Safety, staffing, adverse weather conditions, Pandemic or problems with the building, e.g. no heating or water supplies or other circumstances beyond our control. In the event of closure efforts will be made to notify of the closure as early as possible.

During Adverse weather conditions school closure will be reported via:

Facebook—[www.facebook.com/oldparkprimary](https://www.facebook.com/oldparkprimary)

Sandwell LA school closure list - Google search

Radio Stations—Free Radio, Smooth Radio, Capital, Radio WM and Heart FM. Arbor parent Portal message

If the school cancels the provision due to unforeseen circumstances, no refunds will be given. This ensures the provision remains sustainable as the school still incurs costs, even during closures.

## **Safeguarding and Health and Safety**

In accordance with Safeguarding arrangements, all staff involved in the running of the provision, either in a paid or voluntary capacity have current DBS clearance. These records are held securely

in school. Staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.

Where IT equipment is used, they also follow the schools E.Safety policy and procedures. A risk assessment has been completed for Provision sessions and activities.

## Staffing

Staffing follows the ratio of 1:8 for children aged 3-8 and 1 :10 thereafter. Staff are on site from 3.00pm to set up ready to collect your child from their class. If a member of staff is absent, they will ring the school office in order for a replacement to be arranged if possible.

## Sustainability

The provision relies on income from paying parents. The provision is unable to maintain or sustain the service unless the pupil take up numbers remain high and meet these ratios. If the provision cannot be sustained it will close. Schools are not obliged to provide wraparound provision and the school cannot fund the provision financially.

## Catering

All regulations laid down by the Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2016 are adhered to

Parents will be provided with a list of the breakfast provision food items to consent to before joining.

## Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit. They will congregate on the school field (designated assembly point). The provision register will be taken outside and all names checked.

## Communication with parents

Staff will communicate verbally with parents and carers bringing children, which may involve passing messages to classroom teachers.

Parents can contact us by email or by the breakfast and afterschool mobile number (parents will be sent the telephone number)

## Medication

Inhalers are kept in the child's classroom. If a child needs an inhaler, a member of staff will escort the child to the classroom and observe that it has been taken correctly. All other medication administered will follow the existing school policy.

Allergy information should be updated regularly and staff have access to this. Allergies and other medical information provided by parents will also be kept on the registration form. It is the responsibility of the parents to ensure that medical information is kept up to date.

## Complaints

All complaints will follow the school's complaints policy available on the school website.