

Wood End Primary School



Wrap Around Care Policy

Committee with oversight of this policy	Curriculum & Standards
Policy last reviewed	Spring 2026
Policy/Document due for review	Spring 2027

Version / Date	Summary of Changes
1.0 / 01-06-2026	• New policy

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Wrap Around Care Summary

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Wrap Around Care Policy

1. Introduction

This policy outlines the arrangements for the Wrap Around Care (WAC) at Wood End Primary School (WEPS). The club provides safe, high-quality care for pupils outside normal school hours and reflects the school's ethos of inclusion, wellbeing, and positive relationships. The policy is informed by best practice and mirrors the structure and expectations of the school day at WEPS.

2. Aims of the Club

The WAC aims to:

- Provide a secure, caring, and welcoming environment
- Support pupils' physical, emotional, and social wellbeing
- Promote independence, cooperation, and positive behaviour
- Offer a balance of structured and free-choice activities
- Support families by providing reliable childcare before and after school

3. Opening Times

The WAC operates during term time only:

- **Early Birds Breakfast Club (BSC):** 7:45 am - 8:45 am
- **Late Owls After School Club (ASC):** 3:30 pm - 5:30 pm (Last day of term: 2:00 pm – 4:00 pm)

Parents and carers must remain with their children until they are welcomed in by the member of staff in the mornings for BSC and arrive on time to collect their children from the ASC, ensuring they have left the school site by 5:30 pm.

4. Admissions and Booking

- Places are only available to pupils attending WEPS, Nursery to Year 6.
- Sessions must be booked in advance on Arbor before 12:00 pm the day before.
- Parents/carers are required to complete registration and medical information forms prior to attendance.
- Places are allocated on a first-come, first-served basis.
- Late collection (from school or ASC) and last minute booking will pay £10 card payment on collection

Admission and Booking Contact Information:

Childcare Bookings for Schools: 0208 422 6175

Email: admin@woodendprimaryschool.com

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5. Staffing

- The club is run by experienced and suitably qualified staff.
- All staff have enhanced DBS clearance.
- At least one member of staff on site is first-aid trained at all times.
- Staff-to-child ratios meet statutory requirements – We ensure we meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations.

6. Safeguarding and Child Protection

- Safeguarding is paramount at Wood End Primary School.
- All club staff follow the school's Safeguarding and Child Protection Policies and receive regular training.
- Any safeguarding concerns are reported immediately to the Designated Safeguarding Lead.
- Attendance registers are completed at each session.

7. Health, Safety and Welfare

- Risk assessments are in place for all activities and spaces used.
- Medical conditions, allergies, and healthcare plans are managed in line with school procedures.
- First aid provision is available at all times.

8. Behaviour Management

- Pupils are expected to follow the school's Behaviour Policy.
- Positive behaviour is encouraged through praise and clear expectations.
- Persistent behavioural concerns will be discussed with parents/carers and may result in withdrawal of a place if necessary.

9. Daily Provision Plan and Activity Schedule (Effective September 2026)

To ensure high-quality care, Wood End Primary School follows a structured daily routine and age-appropriate activity timetable.

A. Early Birds Breakfast Club Routine (7:45 am – 8:45 am)

- **7:45 am – 8:15 am:** Arrival, registration, and breakfast service (cereal, wholemeal toast, fresh fruit, milk, and water).
- **8:15 am – 8:40 am:** Morning activity stations (tabletop games, Lego, drawing/colouring, reading corner, and light physical warm-ups).
- **8:40 am – 8:45 am:** Tidy up and handover; EYFS/KS1 pupils are escorted to their classrooms, while KS2 pupils transition to their own classrooms.

B. Woodland Owls After School Club Routine (3:30 pm – 5:30 pm)

- **3:30 pm – 3:45 pm:** Registration, hand washing, and healthy snack time.
- **3:45 pm – 4:30 pm (Activity One):** Focused activity session split by Key Stage.

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- **4:30 pm – 4:45 pm:** Children's meeting, outdoor fresh air break, and social free play.
- **4:45 pm – 5:30 pm (Activity Two):** Secondary activity session and parent pickup window.

C. Weekly Activity Schedule

Day	3:30 pm – 3:45 pm	3:45 pm – 4:30 pm (Activity One)	4:30 pm – 4:45 pm	4:45 pm – 5:30 pm (Activity Two)
Monday	Registration, Fresh Fruit, Milk & Toast	Infants (EYFS/KS1): Arts & Crafts – Clay Modeling & Painting Juniors (KS2): Physical Development – Tennis & Obstacle Races	Free play, drawing, board games, play dough	Infants (EYFS/KS1): Physical Development – Outdoor Ball Games Juniors (KS2): Creative Arts
Tuesday	Registration, Fresh Fruit, Milk & Toasted Sandwiches	Infants (EYFS/KS1): Physical Development – Team Games & Skipping Juniors (KS2): Culinary Skills – Homemade Mini Pizzas	Children's meeting & outdoor fresh air break	Infants (EYFS/KS1): Arts & Crafts – Collage & Card Making Juniors (KS2): Physical Development – Eg. Dodgeball Tournament
Wednesday	Registration, Fresh Fruit, Milk & Vegetable Sticks	Infants (EYFS/KS1): STEM & Building – Lego & Construction Challenges Juniors (KS2): Physical Development – Football & Basketball	Free play, outdoor mini gym, skipping	Infants (EYFS/KS1): Physical Development – Relay Races & Hoop Games Juniors (KS2): STEM & Science – Hands-on Experiments
Thursday	Registration, Fresh Fruit, Milk & Rice Cakes	Infants (EYFS/KS1): Physical Development – Outdoor Playground Treasure Hunt Juniors (KS2): Physical Development – Cricket & Rounders	Quiet reading time, puzzles, dot-to-dots	Infants (EYFS/KS1): Arts & Crafts – Nature Crafting & Planting Juniors (KS2): Outdoor Scavenger & Playground Hunt
Friday	Registration, Fresh Fruit, Milk & Snack Mix	Infants (EYFS/KS1): Friday Fun – Music, Movement & Dance Juniors (KS2): Strategy Games – Chess, Board Game League & Table Tennis	Free play & social relaxation	All Key Stages: Free Choice Friday – Outdoor mini gym, group games, drawing/colouring, choice of equipment

** Please note: Schedule is subject to change depending on weather conditions.*

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10. Food and Drink

- At least one member of staff must have possession of a Basic Food Hygiene Certificate.
- Healthy food and/or snacks are provided.
- Dietary requirements and allergies are accommodated wherever possible. For this reason, we ask that no food from home be consumed at WAC unless by prior arrangement due to dietary requirements.
- Children are encouraged to develop independence and good manners during snack time.

11. Fees and Payment

- Fees must be paid prior to attending the WAC.
- Parents/carers are responsible for ensuring payments are made on time.
- Failure to pay may incur additional administration charges (£10) and could lead to loss of a place.
- **Updated Pricing Structure (Effective September 2026):**
 - **Early Birds Breakfast Club (7:45 am – 8:45 am):** £5.00 per session
 - **Woodland Owls After School Club (3:30 pm – 5:30 pm):** £10.00 per session
- Tax-Free Childcare and Childcare Vouchers are accepted to support families.

12. Partnership with Parents and Carers

- Parents and carers are updated via email or text message and the school website.
- All parental concerns are handled with discretion and confidentiality.
- Open communication between parents and carers and staff is encouraged.
- Parents and carers must inform staff of any changes to contact details or medical information.
- If parents and carers need to contact the WAC, they should call the school office during the school day (8:45 am – 3:30 pm) and the ASC contact number **07713 073037** during WAC hours (7:45 am – 8:45 am & 3:30 pm – 5:30 pm).

13. Equal Opportunities

- The WAC is inclusive and accessible to all pupils.
- Discrimination of any kind is not tolerated.
- Reasonable adjustments will be made to support pupils with additional needs.
- Staffing arrangements are considered to meet the individual needs of children who have special needs, but unfortunately, we cannot offer 1:1 support for any child. The environment is organised so that these children have equal access to the facilities and activities available.
- The special needs of children whatever their nature is treated with discretion, sensitivity, and confidentiality.

14. Attendance and Registers

- A daily register is taken at the beginning of each session.

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- Parents and carers must inform the school in advance if their child will not be attending a booked session.
- Children arriving after the start time must be signed in by an adult.

15. Arrival at Clubs Procedures

- Children attending the Breakfast Club must be signed in by a parent/carer.
- Children are supervised at all times and EYFS and KS1 children escorted to their classrooms at the start of the school day.
- **Late arrivals to the morning sessions may not be accepted without prior notice. There is no entry after 8:30 am.**
- Children (EYFS and KS1) attending the After School Club are collected from their classrooms by after school club staff or escorted by a class-based staff member to the after school club.
- If a child is attending another club before ASC, staff will collect the child from the club when it ends (KS2 bring themselves to ASC once dismissed).
- If a child is attending another club during ASC, staff will accompany them and hand them over to the adult in charge.

16. Collection of Children

- Children may only be collected by adults (16 years +) named on the registration form.
- Identification may be requested.
- Parents and carers must ensure their child/ren are signed out at collection.
- Parents and carers must contact the club if they are delayed (contact number: **07713 073037**).
- Late collection will result in an additional charge of **£10.00**. This will be a card payment on collection.
- Continued late collection could lead to withdrawal of a place.

17. Illness and Medication

- Children who are unwell should not attend the club.
- Medication will only be administered in line with the school's Medication Policy.
- Written consent must be provided by parents and carers.

18. Accidents and Emergencies

- All accidents are recorded through Medical Tracker and parents and carers are informed.
- Emergency procedures follow the school's Health and Safety Policy.
- In the event of a serious incident, emergency services will be contacted immediately.

19. Complaints Procedure

- Any concerns should be raised initially with WAC staff.

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- If unresolved, concerns should be directed to the Deputy Head or Headteacher.
- Complaints are handled in line with the school's Complaints Policy.

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The Wood End Primary School Wrap Around Care (WAC) Policy (2026–27) outlines the operational guidelines, pricing, and expectations for out-of-hours care available to registered pupils from Nursery to Year 6.

Club Schedule & Pricing

Club	Hours	Fee per session	Details
Early Birds Breakfast	7.45am-8.45am	£5	Includes breakfast; last entry permitted at 8.30am.
Woodlands Owls After School Club	3.30pm-5.30pm	£10	Includes afternoon snack (Runs 2pm-4pm on the last day of term)

Booking & Financial Policies

- **Admissions:** Open exclusively to WEPS pupils on a first-come, first-served basis. Registration and medical forms are required prior to attendance.
- **Booking Deadline:** All sessions must be booked in advance via Arbor by 12:00 pm on the day before attendance.
- **Payment Methods:** Tax-Free Childcare and Childcare Vouchers are accepted.
- **Penalty Charges:** Late bookings, late collections, or late payment admin fees incur a £10 charge. Late pickup fines must be paid by card upon collection. Repeated late collections or non-payments may result in losing the pupil's place.

Arrival, Collection, & Daily Routine

- **Morning Drop-off:** Parents/carers must sign pupils in and stay until staff welcome them.
- **Afternoon Collection:** Pupils are collected by or escorted to WAC staff at 3:30 pm (or after extra-curricular clubs). Children must be signed out by a named adult (16+) by 5:30 pm.
- **Food Provision:** Breakfast includes cereal, wholemeal toast, fruit, milk, and water. Afternoon snacks include items like toasties, veg sticks, and rice cakes. Food from home is prohibited unless required for pre-approved dietary needs.
- **Activities:** Daily schedules feature structured activities, alongside free play and outdoor time.

Safety, Staffing, & Inclusivity

- **Staff Credentials:** All staff hold enhanced DBS clearance, basic food hygiene certification, and trained first-aiders are on-site at all times.
- **SEND Provision:** Provision is inclusive, but the service cannot provide dedicated 1:1.
- **Contact Numbers:** Childcare Booking Office: 0208 422 6175 | WAC Direct Mobile (Active during club hours): 07713 073037.