



Learning and Challenge Rooted in Faith

St. Benedict's Catholic Primary School

Wraparound Care Policy

Date last reviewed	September 2026
Reviewed by	Local Governance Committee
Date of next review	September 2027

INTRODUCTION

St Benedict's Catholic Primary School provides a wraparound child care scheme for children between the ages of 4 and 11 in the form of term-time only Breakfast and After School Clubs. The club is held on the school site and staffed by school staff. We are unable to facilitate 1:1 support during our wraparound care sessions. The club is run under the direction of the Headteacher, Mrs S. McAlpine. Pupils who attend St Benedict's Catholic Primary School are eligible to access the clubs and allocation of places is on a first come first served basis.

The clubs operate from 7:30am – 8:40am and from 3:20pm – 5:30pm. They do not operate on Inset Days. The after-school club will also not operate on the last day of term before the Christmas holiday, Easter holiday or summer holiday.

All parents must complete a registration form for each child attending either club and agree to adhere to the terms of this policy.

A copy of this policy is available on the school website. The Wraparound Child Care Scheme follows this and all other school policies.

ADMISSIONS

- Only children who attend St Benedict's Catholic Primary School are eligible to attend the clubs.
- Parents/carers must complete and sign a **Consent and Registration Form** for each child before the child's commencement at the club.
- All places are subject to availability.
- All parents/carers will receive a copy of this policy. It is also available to view via our school website.
- All club staff are made aware of the details of any newly registered children.
- Children's attendance is recorded in a register.

BOOKINGS

Breakfast Club bookings

- Breakfast Club can be booked via Arbor.

After School Club bookings

- After school club bookings can be booked via Arbor.
- For after school club, it is possible to book a place for the year or per term.
- It will also be possible to book on a weekly basis if places are available. Deadline for booking on a weekly basis is 9am on the Friday before the booking. If a place is available, this will be confirmed by the school office.

- In the event of any requirements for a last-minute / emergency booking please contact the school office. These will be considered on a case-by-case basis and maybe accepted if there is capacity. A place cannot be guaranteed because of the strict staff/child ratios the school has to comply with.
- Once places are booked, fees are charged, even in the event of non-attendance (this does include illness).
- Late pickups – after 5:30pm – will result in a £40 fine. If collection after 5:30pm occurs regularly (3 times), we reserve the right to withdraw access to the club.
- Payments must be paid in advance. If booking for the whole term, this needs to be paid in advance before the term starts. Any payment arrears will result in withdrawal of the service.

PAYMENT OF FEES

Breakfast Club	£5	(7:30am – 8:35am)	This includes breakfast.
After School Club	£12	(3:20pm – 5:30pm)	This includes two snacks.

Fees are charged per session although you may bring and collect your child within these times to suit your personal requirements.

Snack examples will be sandwiches, beans on toast, pitta, bagels, pasta, ham, cheese, fruit and yoghurt to name a few. Water/Squash will be available.

Full payment must be made before the term starts. Payment can be made online via Arbor, or by using childcare vouchers.

The parent/carer signing the club's registration form is responsible for payment of all fees.

If you are experiencing difficulty meeting the fees, we encourage you to discuss the matter with the school as soon as possible.

If, despite requests from the school, fees remain unpaid, access to Breakfast and After School Club will be withdrawn and interest at a rate of 8% per day will be added to the debt. Continued failure to pay the outstanding debt accrued will result in St. Benedict's Catholic Primary School pursuing repayment through either Debt Recovery Agents or the Small Claims Court. Costs are reviewed by our Local Governance Committee (LGC) each year and subject to change. Parents will be given as much notice as possible if costs are increased.

CANCELLATION

St. Benedict's Catholic Primary School is unable to offer a refund for any cancelled sessions.

ARRIVAL

Breakfast club:

- Parents/carers are required to accompany their child/ children into breakfast club via the external hall door where the child will be signed in.
- Parents must stay with their children until their child is signed in by a member of breakfast club staff.
- Children will be taken to Morning Prayer by club staff at 8:35am.

After school club:

- Teaching staff will deliver children to after school club.
- Club staff will take a register of all pre-booked children and will liaise with the class teacher/school office if a child is not accounted for.

DEPARTURE

We will not permit your child to be collected by anyone under the age of 16 years old unless written permission is provided, specific to the occasion.

- When a child is collected at the end of or during a session, they must be signed out by a member of staff who will record the time of collection.
- Parents/carers must ensure that any person who may collect their child is detailed on school office system and that it is kept updated.
- Parents/carers must inform the school office if their child is going to be absent from the club.

DAILY ROUTINE

Breakfast Club

7:30am – 8:35am Parents/carers bring their children to Breakfast Club

8am – 8:20am - Breakfast is served.

8.30am - tidy up.

8.35am - children collect their coats and bags and make their way accompanied by staff to Morning Prayer.

After school club

3.20pm - Children make their way to after school club with teaching staff.

3:45pm - Children will be offered two snacks – this is not designed to replace an evening meal.

4pm – 5:30pm - Children can choose from a range of play and planned activities, both indoors and outdoors (weather permitting).

ACTIVITIES

A variety of play based and craft activities are offered for the children to choose from. If the weather permits, the children are encouraged to play outside. If your child wants to complete their homework during the Breakfast and/ or After School Club session they are more than welcome to do so. Club staff will supervise and play with all children equally and will not provide one to one support.

BEHAVIOUR

Expectations: Children are expected to continue behaving with the same high standards they demonstrate during the school day and follow the School's Behaviour Policy.

Children are expected to

- Treat one another in accordance with our Gospel Values and Catholic Social Teaching.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at clubs and enable others to enjoy themselves too.

Staff will deal fairly with unacceptable behaviour and inform parents if necessary.

If children do not follow the rules, they will not be able to attend the sessions.

The scheme reserves the right to withdraw the service as a result of continued poor behaviour.

CONCERNS

If parents/carers have any concerns they should, primarily, be directed to a member of wraparound care staff. If the matter is not resolved parents/carers should contact the Head Teacher of the school or a member of the governing body.

FIRST AID

Please refer to the First-Aid policy which can be found on the website. All club staff are First Aid trained.

Parents/ Carers of any children who become unwell during the club will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

CONFIDENTIALITY

It is a legal requirement for wraparound care to hold various items of information about the children who attend the clubs. The information is used to produce registers and to have emergency contact details readily available. If there is a concern or an issue arises concerning safeguarding the Child Protection Policy will take priority over confidentiality.

The wraparound care scheme follows the school Data Protection Policy which complies with the requirements set out in the GDPR, which came into effect on 25 May 2018



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SAFEGUARDING

The wraparound care scheme follows the school Child Protection Policy.

The Designated Safeguarding Lead for Child Protection is: Mrs S L McAlpine.

Those trained to provide cover for the role of Designated Safeguarding Lead are: Miss Howell, Mrs Read and Mrs Stuart.

The nominated Link Safeguarding / Child Protection Governor is: Mrs Brett

HEALTH AND SAFETY

The wraparound care scheme follows the school Health and Safety Policy and accepts its responsibilities under the Health and Safety at Work etc. Act 1974, for providing a safe and healthy workplace and working environment for all its' employees, pupils, visitors and other persons who may be affected by its activities. We aim to ensure the health, safety and welfare of all children and staff by creating an environment that is safe and without risk to health.

UNCOLLECTED CHILDREN

If a child has not been collected by 5:30pm, parents/ carers will be contacted in the first instance by telephone. The additional contacts held on file will be telephoned in a second instance. If these contacts are unavailable we may call the police, and Social Services will be informed.