



Springmoor Grange School

Wraparound Care Provision

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Contents:

Ages of Children

Toileting

Breakfast Provision

After-School Provision

Admissions to Wraparound Care

After-School Provision Staff

Behaviour of Children While Attending wraparound provision

The Dropping off and Collection of Children to the Breakfast and from the After-School Provision

First Aid Procedures

Charges

Payment

This policy has been written to provide information for the parents, carers and staff at Springmoor Grange School about the Wraparound Care provision currently on offer at Springmoor Grange School.

The policy aims to give structured guidelines and support in regard to every relevant aspect of the care on offer at the school, namely the Early Risers and Tea timers.

Age Limits

The lower age limit for children to access wraparound care is four years old. However, if your child is in our Nursery (not the two-year-old room) they can use our wraparound provision after a full induction period at Nursery.

We provide wraparound provision for children up to and including those in Year 6 (age 11) and this is a mixed group of children from ages 3 to 11 years.

Toileting

In order to use the Wraparound Care facility, children must be fully toilet trained unless a medical issue has been identified.

Breakfast Provision – Early Risers

The school offers a breakfast provision from 7.15am until 8.30am.

The children have a choice of healthy breakfast snacks. *

After School Provision – Tea Timers

The school offers an After-School provision from 3.00pm until 6.15pm, with 3 options to choose the appropriate time to attend:

- 3.00pm to 4.30pm
- 4.15pm to 6:15pm
- 3.00pm to 6.15pm

The aims and objectives of the Tea Timers provision are as follows:

- To provide equal access and participation to any child regardless of their race, religion, gender and special educational needs.
- To extend provision so that children can access different activities that may not be available within the normal school day.
- To encourage the children to take part in activities that will actively encourage themselves to lead healthier lives.

All children attending the After-School provision will receive a healthy snack and a drink. *

** Parents/Carers are responsible for identifying any allergies their children have. This information will be captured on the application form.*

Admission and Bookings for Wraparound Care

The parent or carer will have access to our booking and payment systems on Arbor. **It is important that contact details, medical information and any SEN information are accurate and kept up to date and it is the responsibility of the parent to ensure that the Wraparound Care provision is made aware of any changes to these.**

By your child attending the wraparound care provision you are agreeing to this policy.

There are a limited number of places available for the provision, therefore booking is essential. Bookings can only be made via Arbor where you will have to pay to reserve a place in advance of the date of attendance.

If your child is ill and not able to attend the booked place, then a refund can be made by the School office.

For any other reason, once you have booked your child a place this is non-refundable if within 48 hours prior to the beginning of the session booked. This means within 48 hours of the session beginning your place cannot be cancelled or moved to an alternative date.

If you collect your child earlier than the time booked from after school provision no refund will be made.

Bookings need to be made before the sessions and can only be made via Arbor, the office can only book sessions with payment received prior to the session, as payment is required prior to booking.

If you have not booked your child a space, please do not bring your child to the wraparound provision as they will not be able to attend. This is due to health and safety, staffing and ratios.

Staff

Three members of staff work within our Wraparound Care team. These are appropriately qualified staff who have been trained in all aspects of working with young people, including safeguarding and first aid. All staff have current DBS certificates and have been subject to the appropriate pre-employment checks.

The staff will also be responsible for taking a register before the start of each session. If a child is present but not listed on the register, if the club is full parents/carers will be contacted to collect the child as limited places are available.

Behaviour of Children While Attending Wraparound Care Services

It is expected that children will behave in an appropriate manner and follow the guidelines of set out in our Code of Conduct below.

Springmoor Grange School Code of Conduct

Respect yourself

Respect others
Respect the environment
We participate, contribute and collaborate
We are helpful and kind to one another
We follow instruction
We do our best and feel proud
We take part, share our ideas and work together

If children follow the school's code of conduct they will receive a small reward each day. The wraparound service will be involved in the star of the week assembly, rewarding children with a certificate to recognise when they have embodied the school's ENRICHED values.

Any child not able to follow the Code of Conduct will face the following measures:

1. The **first** incident of behaviour that is deemed either unacceptable or unsafe will be recorded in the behaviour log and the wraparound staff will then discuss the incident with the Parents/Carers of the child/children and one more opportunity will be given to the child to change their behaviour at the breakfast or after-school club. It is the Parent/Carer's responsibility to discuss the child's behaviour with them and ensure that they are aware that it is not acceptable.
2. The **second** incident of reported behaviour that is deemed either unacceptable or unsafe will be reported to the Headteacher or School Business Manager, and this may result in the child/children being taken out of the activity on a temporary or permanent basis. The incident will be discussed with the Parents/Carers, and the decision will be communicated.

Children who are taken out of the activity permanently will not be allowed to reapply for a period of six weeks during term time. If withdrawn for a second time, the Headteacher will reserve the right to refuse further applications.

The Dropping off and Collection of Children to the Wraparound Provision

Breakfast provision begins at 7.15am. The doors are opened at 7.15am, **however parents remain responsible for, and must not leave the children, until 7.15am.** Arrivals after 8:10am may not have time for a breakfast.

Please note that children must be booked and payment made in advance as limited places are available on the Arbor booking system.

If you have not booked your child a space, please do not bring your child to the Wraparound Care provision as they will not be able to attend. This is due to health and safety, staffing and ratios.

Children must be collected from the provision by their specified choice of time booked. **Late collection will result in a further charge and persistent late collections may result in the provision being withdrawn.** Children are not allowed to exit the building alone for any reason before, during or after the sessions

First Aid Procedures/Medical

If First Aid is required during Wraparound Care, the member of staff on duty is required to deal with the situation and inform the parent/carer of the action that has been taken. This will normally be done by telephone or in person.

All accidents that require first aid will be recorded in the Accident Book.

Parents/Carers must make the Wraparound Care provision aware of any allergies and medical conditions. It is important that any child who has an inhaler or EpiPen has one which is specifically for Wraparound Care and these must be stored securely, along with any Care Plans.

In the event of the fire alarm being raised, the staff on duty will escort the children from the building immediately, using the nearest fire exit. The register will then be used to ensure that all the children are accounted for. All medication (inhalers and EpiPens) will be taken.

The staff on duty must not return, or let any child return, into the building to collect anything during or after a fire evacuation. The staff and children may re-enter the building once it has been deemed safe to do so.

Sessions and Fees

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| Breakfast Provision | £3.50 per child per day |
| After-School Provision | Option 1 – 3.00pm – 4.30pm - £5.00 per child per day |
| | Option 2 – 4.15pm – 6.15pm - £5.50 per child per day |
| | Option 3 – 3.00pm – 6.00pm - £9.00 per child per day |

Payment

Payment for all wraparound care provision can be made via Arbor, childcare vouchers or the Tax Free Childcare option. Those using childcare vouchers or tax free childcare options must inform the school office. The school office can provide statements if required.

Arbor requires payment to enable a place to be booked and is available for booking before the session begins.

Bookings need to be made before the sessions and can only be made via Arbor, the office can only book sessions with payment received prior to the session, as payment is required prior to booking.

Late collection will result in a further charge. Persistent late collections may result in provision being withdrawn.

By your child attending the Wraparound Care provision you are agreeing to this policy.

We will treat you with dignity and respect and expect you to treat us the same way. We will not tolerate the use of bad language or aggressive behaviour to any member of our staff team. Please do not risk your child losing their place at our Wraparound Care through your behaviour.