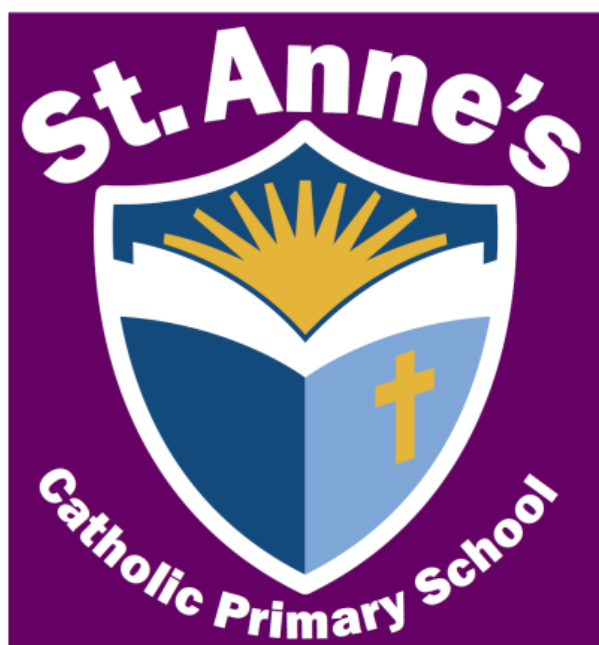


St Anne's Catholic Primary School



Wraparound Care Policy

Rationale

St Anne's Catholic Primary School wraparound care, which includes breakfast provision and after school provision, aims to support our community and ensure that there is extended provision for those families that need it. Wraparound Care is led and managed by a team committed to providing high-quality experiences for every child, parent and carer who uses it. It provides a friendly, caring, and safe environment in which children are encouraged to develop social, personal, and recreational skills under the supervision of experienced staff. It is open during term time only, from Monday to Friday between 7:30am until 8:35am and 3:15pm until 6:00pm. Wraparound Care is situated in our school hall. Food is prepared and served in our intervention room and activities are provided in the school hall. Parents can access the provision via the entrance at the main school office. Our dedicated telephone number is 07729093362. Children attending wraparound care will take part in a varied programme of activities. The provision exists for pupils of St Anne's Catholic Primary School and for 3-year-olds from St Anne's Pre School. Due to the ratios for younger children, we can only take a maximum of 4 children from the pre-school for any one session.

The number of children attending wraparound care and supervision levels at any session will be in accordance with Ofsted guidelines. The provision will comply with environmental health food safety standards. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to. The maximum number of spaces available is 36.

Procedures

Booking

- All bookings must be made in advance via Arbor. This is so our staff can ensure our ratios are correct and that they can cater for the correct number of children.
- To make a booking you must have a credit on your account. You can do this by clicking 'top up' and choosing the appropriate payment item.
- Bookings for breakfast wraparound care will close at 7.15am and bookings for afterschool wraparound care will close at 12.30pm daily.
- Any amendments to bookings or cancellations must be received 24 hours in advance via Arbor Pay or via the school office. If any sessions are not cancelled within this period, the charge will still be applied. Please ensure that you are booking the correct slot as refunds will only be issued in exceptional circumstances.
- Contact numbers and emergency contacts must be kept up to date.
- If your child has an allergy or any dietary requirements, please make this known and we will accommodate these needs.

Payments

- The charge for parents wishing to use the wraparound care is split into the following sessions:
 - 7:30am to 8:35am £4.50
 - 3:15pm to 4:15pm £4.50
 - 3:15pm to 5:15pm £7.00
 - 3:15pm to 6:00pm £9.00
 - 4:15pm to 5:15pm £4.50
 - 4:15pm to 6:00pm £7.00
- Payments should be made online via Arbor Pay.
- **Payment in arrears is not permitted. Payments are to be made in advance. Ad hoc bookings will only be accepted if you have a credit on your account. Persistent non-payment may result in childcare being suspended.**
- If your child attends an extra-curricular club, such as performing arts, and you require wraparound care after this, there are additional sessions you can select from 4:15pm as seen above. Please ensure you are booking the correct session time.
- Childcare vouchers and tax-free childcare payments will also be accepted. Parents and carers must top up their vouchers in advance and always maintain a credit, so they can make their required bookings. Evidence / remittance should be sent to the office via info@sag.bwcet.com.

Wraparound Care – drop off and collection

- Drop off for breakfast wraparound care is to be made via the main school entrance at the office. Parents and carers are to call the dedicated telephone number, wait for assistance and ensure that their child is not left unattended.

- After the breakfast session has ended, wraparound staff will take children to their class for registration.
- Any child who is in an extra-curricular club until 4:15pm, if they are booked onto the 4:15pm to 5:15pm or 4:15pm to 6:00pm sessions of after school wraparound care (as detailed above), they will be taken to after school wraparound care by the member of staff leading the extra-curricular session.
- Collection from after school wraparound care will only be allowed by those named in Arbor.
- All parents and carers collecting from after school wraparound care must collect their children via the main school entrance at the office. Parents and carers are to call the dedicated telephone number and wait for assistance.

Late Collection from After School Care

After school wraparound care finishes at 6.00 p.m. The staff are not contracted to work after this time.

- First late collection– a written reminder will be given that must be signed.
- Following this any further late collection will result in a £10 fine per child.
- A member of the Senior Leadership Team (SLT) will be notified of any child who has not been collected by 6.15 p.m. If no contact has been made by this time, our safeguarding procedures will be followed.
- If there are subsequent late collections alternative pickup or care arrangements must be made.

Tax Free Childcare Scheme

The Club is registered with the Government Tax Free Childcare Scheme. Under this scheme, you can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you register for Tax-Free Childcare, the Government will pay £2 for every £8 you pay your childcare provider via an online account. You can usually get Tax-Free Childcare if you (and your partner, if you have one) are:

- In work - or getting parental leave, sick leave or annual leave.
- Each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £125.28 if you're over 25.

For further information about this scheme, including how to apply, visit the webpage below:

<https://www.gov.uk/help-with-childcare-costs/tax-free-childcare>

Disciplinary Matters

Any discipline problems will be brought to the parents' attention by wraparound care staff. If the problem cannot be resolved, then the problem may be referred to a member of the SLT and if it cannot be resolved, the child may, at the discretion of the Governing body, be asked to leave wraparound care. No refund will be made. The Headteacher will be informed.

Sicknesses, Accidents, First Aid & Emergencies

If a child becomes ill during a wraparound care, every attempt will be made to contact one of the people listed in Arbor, to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/ carer to advise or discuss with him/her the course of action to be taken. Accidents will be recorded in Notify and parents and carers will then receive an email with information on the accident.

Code of Conduct

Every pupil should:

- Observe normal school rules.
- Co-operate fully with staff at all times.
- Be punctual at all times.
- Avoid behaviour which might inconvenience others.
- Be considerate to others at all times.
- Respect requests and requirements made by staff.
- Look after equipment and resources.
- Abide by the rules and regulations of St Anne's wraparound care.

Wraparound Care Menus

Alternative menus can be in place for dietary requirements, including gluten free and dairy free.

Example Breakfast Menu

Monday	Tuesday	Wednesday	Thursday	Friday
A choice of the following: Toast, pancakes, cereals, and fresh fruit.				
Refreshments: Orange or blackcurrant sugar free diluted drink or water				

Example After School Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Hotdog and a bun	Cheese/beans on toast	A selection of sandwiches	Pasta	Party Style Food
Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Optional Offering: Toast with butter / jam				
Refreshments: Orange or blackcurrant sugar free diluted drink or water				

Please note these menus are examples only and are subject to change daily.

Signed: Mrs. L.Stokoe
Executive Headteacher

Reviewed: August 2026
Next Review Date: August 2027