

**Colham —  
— Manor**  
Primary School  
*Aspire, Achieve, Thrive*

# Wrap Around Care Policy

## Contents

### Statement of Intent

1. Legal Framework
2. Wraparound Childcare
3. Roles and responsibilities
4. Fees
5. Extracurricular clubs and activities
6. Arrivals and departures
7. Uncollected children
8. Health and safety
9. Safeguarding
10. Illness and injury
11. Medication
12. Behaviour
13. Emergency evacuation/closure
14. Monitoring and review

## Statement of Intent

Colham Manor Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents and guardians, the school aims to provide affordable and convenient wraparound childcare services. Breakfast and after-school are made available to children aged 3 to 11, allowing parents more flexibility with their working hours.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

## Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy

## Wrap Around Childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs.

The charges for wraparound and holiday childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

### **Colham Manor Primary School offers the following wrap around care services:**

- Breakfast Club (before the school day begins) 7:45am - 8:40am
- Tea Time Crew (after the school day ends) 3:15pm - 5:15pm
- Extra Curricular Activities (available clubs change on a termly basis) 3:15pm - 4:15pm and 3:30 - 4:30pm

Colham Manor Primary School offers Breakfast Club and Tea Time Crew to pupils in Nursery - Year 6. Extra Curricular Activities are available for pupils in Reception to Year 6.

## Roles and Responsibilities

The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working.
- Provide support to the headteacher in deciding whether the school should provide new childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the headteacher and SBM to account for the performance of the childcare services.

The headteacher will:

- Discuss with the LA and consult with the governing board about the viability of any new childcare service.
- Report to the governing board on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

The Cultural Capital Leader will:

- Ensure appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
- Market the childcare service on various channels.
- Purchase materials and equipment for the childcare service.

The SBM will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the headteacher as to whether the school should provide the service and how it should be delivered i.e. in-house, blended or externally-run.

- Ensure that the appropriate insurance is in place for any new childcare service.
- Implement an appropriate payment system for the childcare services.
- Maintain financial records for the childcare service.
- Manage contracts, including putting in place the appropriate service level agreements, break clauses and exit strategies with external providers.
- Where requested, report to the governing board on the financial performance of the childcare service.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that providers have clear equal opportunities policies and procedures in place.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that providers have clear policies and procedures in place to safeguard children.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

## Fees

### **Breakfast Club**

The standard daily fee for attending the breakfast club is £3 per child with the following conditions in place:

All fees must be paid daily, weekly or termly in advance

We accept childcare vouchers

Fees will still be charged if the child is booked on and doesn't attend. Please ensure you cancel your place if you need to.

If fees are not paid, your child will not be able to use the service.

### **Tea Time Crew**

The standard daily fee for attending the Tea Time Crew is £3 per hour (or part hour) with the following conditions in place:

All fees must be paid daily, weekly or termly in advance

We accept childcare vouchers

Fees will still be charged if the child is booked on and doesn't attend. Please ensure you cancel your place if you need to.

If fees are not paid, your child will not be able to use the service.

### **Extra Curricular Activities**

The fee for Extra Curricular activities varies based on the club and provider. Club sign up is released before the end of each term and stays open at the beginning of the next term. Parents/guardians can sign up and pay for their child to attend a club in full online. Clubs do not run on the first or last week of each term.

### [Extra Curricular Clubs and Activities](#)

Colham Manor Primary School provides numerous extracurricular clubs and activities.

- A wide variety of extra curricular activities are offered with the aim of developing pupils' life skills, such as clubs – these are not the same as wraparound care.
- Extra curricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.
- Available extra curricular clubs and activities change on a termly basis.
- Extra curricular clubs and activities are run by school staff and sports coaches.
- Extra curricular clubs and activities are available to pupils in Reception to Year 6.

### [Arrivals and Dismissals](#)

#### **Breakfast Club**

- Parents drop their child off at the breakfast club between 7:45am - 8:30am.
- Attendance is recorded in the Breakfast Club's register; the parents of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
- A member of school staff will take pupils from the breakfast club and escort them to their respective classes.
- The staff member collecting the pupils will be informed of any pupils that did not attend the Breakfast Club as expected; the school will follow its Attendance and Absence Policy if the whereabouts of those pupils remain unknown after registration is called.

#### **Tea Time Crew**

- Pupils will be escorted to TTC by a member of staff after dismissal has ended (Reception - Year 2 from 3:15pm onwards, KS2 from 3:25pm onwards, Nursery, from 3:30pm onwards).
- Pupils will be signed in on the TTC register.
- Pupils can be collected from TTC at any time until it ends at 5:15pm.

### [Uncollected Pupils at the End of The School Day](#)

Pupils who are not collected at the end of the school day will be taken to the Tea Time Crew. Pupils will remain at TTC until they are collected by a parent or guardian.

The parent will be contacted and will be informed that their child has not been collected and that they will be charged the TTC fee for as long as their child is there. On arrival to collect their child, the parent/guardian will be issued with a letter outlining the payment required.

Colham Manor Primary School runs a 'three strike' process, in addition to providing fair warning for late collections. Parents will be given three strikes for not collecting their child at the end of the school day without booking a TTC space or giving the school warning, or not making payments for sessions their child has attended. Parents/guardians should be encouraged to book and pay for TTC via Arbor, which remains open throughout the day, if they require last minute wrap-around care to avoid this.

If a parent/guardian is late after their '3 strike' notification, or there is non payment of the fee, this will result in a referral to Social Care.

### [Uncollected Pupils from Tea Time Crew](#)

Staff members do their best to ensure effective communication between clubs and parents.

If a parent is up to 15 minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent is warned that repeated late arrival will result in penalty fees

If the parent is over 15 minutes late to collect at the end of TTC, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child is supervised by a member of staff.
- **When the parent arrives, they are issued with a penalty notice of £5 per 5 minutes that they were late collecting their child.**

If the parent is more than 30 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

### [Health And Safety](#)

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

## **Safeguarding**

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with the Headteacher through telephone call.

## [Illness and Injury](#)

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the first aid procedures.

**All members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:**

1. If a child becomes ill, the parents are contacted and asked to collect their child
2. If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
3. If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session

**If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:**

1. If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
2. The parents of the child are notified immediately
3. Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

## Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy; disciplinary issues are reported to the parents of the child. Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

## Emergency Evacuation/Closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point.
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent
- If a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

## Monitoring/Review

This policy is reviewed biannually by the Headteacher and Cultural Capital Leader. The scheduled review date for this policy is March 2026.