



*‘Be the best you can be; together we grow from acorns
to oaks, flourishing in God’s love’*

Trust, Friendship, Respect, Forgiveness, Courage, Truthfulness

WRAP AROUND CARE POLICY

**Policy Lead
Committee:** Local Academy Committee

In consultation with: Senior Leadership Team

Approved by:

M. Creed, Chair of Committee

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1. Introduction

At Bream C of E Primary School we are very proud to be able to offer 'Wrap around Care' to our pupils and parents. Wrap around Care offers early morning breakfast club from 8.00am – 8.45 am (free from 8:15 am) and after school club from 3.15 pm – 5:30 pm (in the school hall for both sessions).

Both clubs are currently run in school by members of staff from the nursery and school. The service is run in line with the requirements of the guidance [After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK](#)

2. Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends until 5.30 pm.
- To provide an affordable service to parents/carers.
- To enable pupils to eat breakfast before the start of the school day/have an after-school snack in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a fun environment for those pupils. This includes opportunities for craft activities, indoor and outdoor games and calm play.

3. Staffing

Any member of staff running the Wrap Around Care will have a current Disclosure Barring Service (DBS) check in place, and are registered on the school's Single Central Record. The ratio of adults to children will be 1:30.

3.1 Contingency Arrangements for Staff Absence and Emergencies

There are relief assistants on standby, should the permanent member of staff be unable to attend.

In the event of emergency cover being required, members of the senior leadership team or other staff, who are on site at times that wraparound care operates, will cover.

An emergency plan is in place. This includes special instructions for the children on what to do in the case of an emergency. These instructions are explained to the children and the procedures are practised.

4. Organisation

Parents/carers must contact the office to register their child(ren) for the after-school club.



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Contact and medical details for children using the service will be kept in a locked drawer in the office.

A daily attendance register is kept.

Accident forms are completed and handed to the office to be kept with school records.

Children will only be released to persons given permission to collect on their registration form.

5. Fire Procedures

Fire drills will be carried out regularly.

The club follows the evacuation procedures displayed in school.

The Fire Assembly Point is on the KS2 playground.

The Wrap Around Lead should take a phone outside with them to communicate with staff who are still in the building.

6. First Aid

There is a qualified First Aider available at all times.

If First Aid is administered, this will be logged in the first aid book, and parents will be informed.

7. Medication

The school would not expect a child in either the breakfast/after school clubs to need medication other than for chronic conditions, such as an inhaler.

All medication is located in the office. A record sheet will be kept showing date and time of any usage.

8. Risk Assessment

The wrap around care risk assessment is the responsibility of the Headteacher.

9. Insurance

Insurance cover is provided by the school's insurance policy.



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10. Policies

Wrap around care will subscribe to all policies at Bream C of E Primary School and the Severn Federation Academy Trust policies.

11. Equal Opportunities

Equal opportunities will be provided for all children regardless of gender, race, religion or special needs.

12. Admissions Policy

Wrap around care is open to all children who attend Bream C of E Primary school.

The age of admission will be from 4 – 11 years of age.

12.1 Pricing Policy

The wrap around care is self-sufficient. The attendance fees are designed to cover all costs and this is managed by Severn Federation Trust Central Office, in adherence to the Severn Federation Academy Trust Charging & Remissions policy; www.sfat.uk/policies

The fees include:

- Staffing
- Food
- Equipment
- Day to day running costs

It may be necessary to change fees from time to time. Changes however will only be made at the start of a term, with parents being given at least one month's notice of any change.

As the aim of wrap around care is to provide a service for children and parents, charges will be set to cover costs and break even. However, the charges should be set to cover the costs of utilities, extra administration time and the wear and tear to school equipment and resources.

12.2 Booking and Terms and Conditions of Payment

Parents and carers must book through the school office for their child(ren) to be able to attend both breakfast club and after school club wrap around care.

If bookings are not made in advance, the school cannot ensure the availability of sufficient qualified staff to meet the required ratios.



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Wrap around care (After school) is payable in advance via ParentPay. Breakfast club is free from 8:15 am. Anyone requiring an earlier drop of at 8am will incur a small charge, payable via ParentPay.

For after school club, parents/carers can cancel their session up to 10am on the day of the session - credits will be applied to their account.

We accept childcare vouchers and Tax-Free childcare. Payments should be made in advance and a credit will be allocated to your child's account

Payments made using these methods will be credited to your ParentPay account once received in the Trust bank account.

Parents/carers must notify us by emailing admin@bream.gloucs.sch.uk when a payment has been made, so we can check the bank and allocate the credit promptly.

The credit balance will automatically reduce when bookings are confirmed.

It is the parent/carers responsibility to ensure their account is sufficiently topped up to cover the costs of their session requirements.

Parents will not be able to reserve places for the next term, if any charges are outstanding for the previous term.

12.3 Refunds

We can only refund charges where school events/trips mean that the Wrap Around Care is no longer required. Unfortunately, we cannot offer a refund in other circumstances, for example sickness or ad-hoc changes to parents' working patterns, as the school will already be committed to staffing based on reservations made.

Where parental working patterns change permanently and significantly during a term, and a parent wishes to amend their Wrap Around Care booking, the school will try to accommodate this. However, the school cannot guarantee that they will meet these requests to change due to commitments to staffing levels. Where the school cannot accommodate this change then amounts invoiced for the term will still be owed.

12.4 Additional Ad-Hoc Sessions

It is recognised that there may be occasions where a parent needs to book their children into Wrap Around Care on an ad hoc basis. Such bookings will be accepted where there is space, but priority will be given to children who already use the Wrap Around Facility on a regular basis. If it is found that parents are frequently booking their children in on an ad hoc basis rather than making a regular booking, then the school will ask parents to make a termly booking (as per the conditions above). Unfortunately, the school does not have the resources to book, invoice and administer a large number of ad hoc bookings.



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13. Code of Behaviour

Wrap Around Care is expected to adhere to the school's code of behaviour, as stated in the school's positive behaviour policy, although it is recognised that the atmosphere of the club will be more informal.

The school's Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour.

Parents of children who refuse/cannot conform to an acceptable level of behaviour in Wrap Around Care provision will be informed.

The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Wrap Around Care.

It may be necessary to remove a Wrap Around placement on a temporary basis to consider whether there are any reasonable adjustments that might help.

The most important aspect of our Wrap Around provision is that it should provide a welcoming, safe, secure environment for pupils. If, despite any possible reasonable adjustments being made, a child cannot behave in such a way that enables this to happen for themselves and others, their place in Wrap Around can be withdrawn on a temporary or permanent basis.

This policy is available on the school website: www.breamcofe.co.uk/policies

Paper copies are available on request from the School Office.