

Wraparound Care Policy

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Introduction

This policy covers the operation of the wraparound provision for Prince Albert Community Trust (PACT).

“Wraparound care” describes our arrangements for looking after children beyond the traditional school day. The activities focus on child-initiated play. While we may provide opportunities for children to complete homework, the purpose of these clubs is childcare, not extended educational activities.

Across PACT schools, our wraparound provisions are run ‘in house’ and each setting has its own personalised club name:

- Lakey Lane Primary – Lakey Legends
- Sutton Park Primary – Sutton Stars
- Prince Albert Primary – PA Pioneers
- Birchfield Primary – Birchfield Bright Stars
- Heathfield Primary – Heathfield Heroes

Vision and Mission

The vision for wraparound care mirrors the Trusts which is: ***‘Enabling every child to succeed in school and in life’*** and its mission is to support parents/carers by providing flexible quality care and play opportunities for our students.

Admissions for Wraparound Care

Wraparound care is only available to children of compulsory primary school age and is a facility solely for the benefit of pupils who attend PACT schools.

To access wraparound services, parents/carers must firstly register their child/children through forms available on the website or at the school office before being given access to book sessions through Arbor. Parents can then book on a regular or ‘ad hoc’ basis, although all bookings must be made and paid for in advance via parents’ Arbor accounts. Ad-hoc places are subject to availability and cannot be guaranteed if maximum capacity is reached. PACT Schools cannot accept unregistered or non-booked children to ensure adherence to safety guidelines. Bookings must be made by 2.30pm for same day after school wraparound and the following morning wraparound.

Details regarding medical conditions, allergies, collection permissions and emergency contact details must be kept up to date as part of the usual processes held within Arbor by the school.

Opening Hours

Morning wraparound care - 7.30am up to start of the school day

After school wraparound care - end of the school day until 5.30pm

Arrival and Departure

Wraparound care operates a rigorous procedure regarding the security and safety of all pupils and has a clear procedure in place for both arrival and departure of all pupils.

For 'first time' pick up, an authorised person will be required to provide a suitable form of identification and a unique password selected by parents at registration. For the safeguarding of all children, wraparound care staff reserve the right to refuse to release a child to someone who is not an approved collector.

Non-Collection of a Child from After School Wraparound

In the event that a child is not collected from after school wraparound and no message has been left by the parent/carer to either the specified wraparound email or mobile phone, staff will contact the parent/carer. If contact cannot be made, they will leave a message to request for them to contact the wraparound care mobile immediately.

A member of staff will continuously monitor the wraparound mobile in order to receive the call after 5:30pm. If the child has not been collected, and contact with the named parent has not been established, staff will contact other authorised collectors from the registration form. Staff will also inform the Head or one of the other designated safeguarding leads. After all avenues of contact have been exhausted and the club has not received any contact from the parent or authorised collectors, the Head (or other designated safeguarding lead) will make the decision to contact the Local Authority's Designated Child Protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer, Head or a Designated Safeguarding Lead.

Food Provision

During Wraparound

Both Breakfast and After School wraparound provide food for every child unless directed otherwise by the parent in writing. Wraparound staff are aware, and comply with the School Food Standards, and all receive the required training in Food Hygiene. Menus will rotate on a weekly basis and these will be communicated to parents.

Allergies, Intolerances, and other food requirements

Wraparound will cater for all children including those who have food allergies, intolerances or other food requirements such as restricted diets. Information on this will be gathered from the schools MIS system and should be provided by parents/carers in the usual manner, when the child first registers at the school or by informing the school office should new dietary requirements present themselves.

PACT schools are 'nut-free' and cannot serve or allow children to bring nuts or products containing nuts into its schools. If parents wish to provide their child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that a child attends.

Sickness & Medication

Sickness

All wraparound provisions have trained first aiders within them at all times. PACT's priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease. Parents are asked not to bring their child to the after school wraparound who has repeated vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack. This is in line with school policies.

- Parents are asked to telephone both the wraparound mobile and main school line on the first day of their child being absent with illness and give the reason.
- Parents will be notified immediately to collect their child if they become unwell or they develop an illness whilst at wraparound. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The morning and after school wraparound staff follow the school's policy for First Aid, supporting pupils with medical conditions and intimate care. This can be found on our website.

Medication

The Wraparound provision is not able to hold, store or dispense non-prescription medication such as Calpol, Ibuprofen or other such over the counter medications.

The wraparound provision is able to administer medication in the case where not administering it would prevent a child from accessing the wraparound provision. This would include asthma medication, allergy medication including adrenaline auto-injectors, diabetes medication including checking blood sugar levels and epilepsy medication that are accompanied by an allergy alert card or an individual care plan created by a medical professional. Other prescribed medications will be considered if they are required for a long term condition and provide emergency treatment. They must always be accompanied by an individual care plan created by a medical professional.

Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer. Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the wraparound leader.

The wraparound provision will securely store any short-term medication that pupils have had in school that needs to be taken home each day. The wraparound care provision staff will hand this medication directly to parents when they collect the child. This would usually be antibiotic medication or treatment for a short term condition.

Safeguarding

Safeguarding and promoting the welfare of children is a collective responsibility and has been carefully considered for wraparound. Further information can be found in the wraparound care appendix of our safeguarding policy.

Maximum Numbers and Waiting Lists

A maximum capacity has been individually determined for each school based on location, pupil/staff ratios and risk assessments. These capacity limits will not be breached however, if there is further demand for places they may be reviewed subject to adequate risk assessments and staffing availability.

Wraparound provision will operate a waiting list and once the maximum number of children has been reached and places will only be offered as spaces become available. Places for siblings are subject to a space being available and take no priority over children already on the waiting list.

Fees

Payment of Fees

Parental fees will be calculated in accordance with sessions booked by parents on Arbor. Total fees for the period will be displayed at the time of selection and bookings will be released on a month-by-month basis. Failure to make payment will result in the place being opened to other users. The wraparound care staff are not permitted to receive cash or cheque payments for these provisions.

Fee Structure

Fees for the academic year 2025/2026 are as follows;

Morning wraparound - £5.00 per session

After school wraparound - £9.75 per session

Due to PACT's overall approach to ensuring wraparound fees are set as reasonably as possible, further discounts on session fees are not available. Session charges will be reviewed annually, and parents will be notified of any changes at least one-half term in advance.

Late Collection Fees

If a child is not collected at the end of their booked session, parents will be charged to cover the additional costs that will be incurred by the Trust. Late fees will be charged at £5.00 for each 10 minutes the child's collection is overdue.

Childcare Vouchers, Childcare Grant Payments, Universal Credit & Tax-Free Childcare

Childcare vouchers can be used for our wraparound care. Where required, evidence of childcare bookings can be requested. As a recognised childcare provider, information on schemes to support families with the cost of childcare is available for parents.

Refunds

Fees are non-refundable for non-attendance such as illness, holidays or ad hoc events. Refunds will only be given if the school initiates an activity such as a school trip or sporting event. In this instance a credit will be applied to the parent's account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities. Refunds will be considered if personal circumstances change significantly and the service is no longer required. Where needed, an appointment can be made to discuss this with the Head who will take the case to Business Leader for Finance.

Contacting the Breakfast Club or After School Club

Parents can get in contact for any queries they may have or to inform the school of an absence via the wraparound email address which can be found on each school's website. Alternatively, they can call the school office during normal office hours (8am – 4:00pm) or via the wraparound mobile outside of these times. These numbers can also be found on the school website.

Review

This policy will be reviewed annually.