

Evelyn CP School

Wraparound Care
Policy



April 2026

EVELYN COMMUNITY PRIMARY SCHOOL

WRAPAROUND CARE POLICY

AIMS

- To provide care for children within the school community that meets the needs of parents/carers.
- To create a happy, welcoming, safe, and secure place where all children are valued.
To facilitate a range of structured play activities to engage and stimulate the children

Breakfast club **'EARLY BIRDS'**

Early Birds is our Breakfast Club provision which runs from Monday to Friday, 8am until 8.35am.

The cost per session is £3 per child. This should be booked and paid on Parentpay.

Staff provide care for up to 35 children and offer a range of breakfast choices including toast, cereal, fruit and milk/juice.

Children are escorted back to their classrooms at 8.35am ready for the school day.

Payment can be made using Government Tax Free childcare grant, if applicable.

BREAKFAST CLUB TEAM

Mrs. C Filipe

Mrs M. Verinder

After School club **'BRIGHT OWLS'**

BRIGHT OWLS AFTER-SCHOOL CLUB TEAM

Mrs. C Filipe

Mrs. E Richardson

Mrs. M Formby

Ms. S O' Dowd

Each session will be facilitated by 2 teaching assistants on a rota basis.

ORGANISATION

- The after-school club is open Tuesday and Thursday from 3.15pm-5.15pm, £7 per session
- The club is available for children from Reception to Year 6.
- The club is located on the school premises. Parents should collect their children via the school hall doors.

Children will be collected from their classrooms by the Bright Owls after-school club leaders and taken to the hall for registration. The children will be offered a light snack and drink. Children with any dietary requirements will be catered for. Staff should be made aware of this on the registration form.

Typical activities will include:

- Art and craft activities
- Sports activities and team games
- Lego and construction
- Board games

We ask that no items are brought in from home as the afterschool club will not be responsible for any loss or damage.

BEHAVIOUR

The school rules and behaviour policy will be followed to ensure consistency for the children at Breakfast and After School clubs. We expect good behaviour and respect for others. We reserve the right to withdraw the service if a child's behaviour is unacceptable.

FIRST AID

The clubs have access to first aid and at least one member of staff will hold a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed, and parents will be contacted as soon as possible.

SAFEGUARDING

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the Evelyn Community Primary School Safeguarding Policy.

A full risk assessment will be carried out annually to ensure health and safety procedures are fully adhered to and children are safeguarded against harm.

BOOKING

It is essential that pupils are booked into the 'Early Birds' Breakfast and 'Bright Owls' After-School Club in advance by using the Parentpay system to book and pay for sessions.

FEES AND PAYMENTS

From April 2025, the fee for Breakfast Club is £3.00 per session, and for Bright Owls After-school Club is £7.00 per session. All fees are payable in advance. Payment is to be made via the cashless Parentpay system. If payment isn't received at the same time as booking, your child's place will not be guaranteed. Payment must be received prior to children attending. Non-payment will result in your child not being able to attend the next session until outstanding balances are cleared.

LATE COLLECTION FROM AFTER-SCHOOL CLUB

The after school provision closes at 5.15pm. Collection after 5:15pm will incur an extra charge as follows –

Up to 15 minutes late	£3 charge
15 – 30 minutes late	£6 charge
Over 30 minutes late	£20 charge

Late collection fees will need to be paid immediately. Failure to do so will mean that your child will not be permitted to be booked in the future.

CANCELLATION

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be on the school website.

REFUNDS

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically cancelled and no payment will be taken. NO other cancellations will be accepted on the day.

EQUAL OPPORTUNITIES

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring, and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities.

COMPLAINTS

All complaints will follow the school's Complaints Policy which can be found on the school website.

Agreed by the Full Governing Body: May 2023

May 2024

April 2025

May 2026