Barming Pre-School and Primary School
Part of the Orchard Academy Trust



Wraparound Care Policy	
Headteacher: Mr C. Laker **Chair of Governing Body: Rev W.North**	
Date Policy Adopted:	January 2026
Policy Review Date:	January 2028
Signature of Chair of Governors:	Rev W. North
Signature of Headteacher:	Mr C. Laker
Policy Author: **Senior Leader Responsibility for/**	Name: Mr C. Laker and Miss H.Rootes

Subject Leader Responsible for:	Responsible for: Teaching and Learning

Wraparound Care Policy

Context:

This policy supports the effective running of our wraparound care provision. It explains how it runs, costs and our behaviour contract for parents.

Barming Primary School has two extended services under our wraparound care provision:

- Breakfast Club, running from 7.40am to 8.50am. Fee - £4.50 per session.
- After School Club, running from the end of the school day to 6pm. Fee - £10 per session.

Both are open to every family in the school. All children using either facility must be of school age, i.e., enrolled in Year R or above and follow/agree to our agreed Behaviour Contract. All provision is overseen by the Governing Body.

Capacity:

Spaces in Breakfast Club and After School Club are varied by day and are set according to staff-pupil ratio. These numbers will be reviewed according to need.

Terms and Conditions

If your child arrives for Breakfast/After School Club and they have not been booked in, they will not be admitted. There will be no exceptions.

The below Terms and Conditions relate to Barming Pre-School and Primary School Breakfast and After School Club. Parents/Carers who require wraparound care, must book through their Arbor app. In placing a booking through the app, you are agreeing to these terms and conditions.

1. In placing a booking through the Arbor app, you are giving consent that your child may attend Breakfast / Afterschool club.
2. Parents/Carers must ensure all details on the Arbor app are accurate and up-to-date, particularly notifying us of any medical conditions, allergies, and up-to-date emergency contacts.
3. To access the club, parents/carers must use the school entrance gate and ring the bell when they arrive at the Year 1&2 door. School office staff will not admit children through the front entrance. Children must be escorted to the door, they must not be left at the gate or anywhere else on the school site.
4. The Breakfast Club will run Monday to Friday during term time. The club will run from 7.40am - 8.35am. Breakfast will be served every day - if children wish to have breakfast it will be served no later than 8.15am. The choice of breakfast will vary from day to day - parents will be advised of what will be on offer by the club staff on request.
5. A member of staff must sign the attendee into the Breakfast Club on each morning they attend.
6. The After School Club will run Monday to Friday during term time. The club will run from 3.00pm and the younger children will be escorted to the club by school staff.

After School Club finishes at 6:00pm, parents can collect their child/children any time before 6:00pm. A snack will be served to the children and this will vary from day to day - parents will be advised of what will be on offer by the club staff on request.

7. A member of staff must sign the attendee out of the After School Club on each afternoon they attend.
8. The Breakfast Club and After School Club will not run on days that the school is closed to pupils. Parents/Carers will not be charged for days that the club is closed.
9. If your child is unable to attend a session, you must notify the club staff. During club hours only, please call 07555 115305. Alternatively, please inform the school office on 01622 726472. Please note: At the time of booking you select specific days/ dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. In the event of school closure, for example due to weather, a full refund will be given.
10. Payments for clubs must be made at the time of booking, unless previously agreed with the school.
11. No late bookings accepted on the day, all bookings must be made at least 48 hours in advance.
12. Parents/carers must make all bookings themselves via the Arbor app. The school is unable to make bookings on your behalf.
13. Childcare vouchers are accepted. If you choose to pay with childcare vouchers you must allow enough time for funds to be received by our Finance team, and for those funds to be allocated to your Arbor account. Please send your funds no later than 2 weeks before you require them, to allow time for receipt by Finance, and credit to your account.
14. Fees for Breakfast Club are £4.50 and After School Club are £10.00 per session.
15. Parents will be given one term's notice of any change in fees in writing.
16. No partial refund will be given if a child attends too late to receive breakfast, or does not require breakfast. Similarly if a child is picked up from After School Club before tea is served.
17. For late collection you will incur a charge of £5.00 for every 15 minutes late or part thereof, ie. If you arrive after 6pm, but before 6:15pm you will be charged £5. If you arrive after 6:15pm but before 6:30pm you will be charged £10, and so forth. If you are continually late to collect your child, we reserve the right to prevent you booking Wraparound Care for your child, for a period to be decided at our discretion.
18. Outstanding payment: Barming Primary School reserves the right to refuse any child entry into club if payment is not made.
19. A child must not be brought to Breakfast Club if unwell. The children's welfare is our main concern. If in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The Academies' policy of 48 hours absent from school will apply following any symptoms of sickness/diarrhoea.
20. Any special dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified by amending your child's profile on the Arbor app.
21. Parents must inform Breakfast and After School Club staff of any known medical conditions or health problems – again these should be noted by amending your child's profile on the Arbor app.
22. All accidents that staff are made aware of are documented in an accident book. Normal Academies' procedures for notifying parents in the event of an accident will be followed.
23. Barming Pre-School Primary School will not be liable for loss of property brought onto the premises by parent/carer or child.
24. These extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the Academies policies and procedures.
25. The Breakfast and After School Club staff aim to provide a safe, stimulating and happy environment for all children, ensuring that appropriate standards of behaviour, discipline and hygiene are met. Staff reserve the right to exclude any child whose behaviour is disruptive, following the Academies behaviour policy.

26. We will endeavour to provide a high quality service to the children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Breakfast and After School Club staff. If you are unable to resolve any issues please follow the Academies formal complaint procedure.
27. Use of computers: As part of the activities the children may have access to the computer suite. The children will be supervised at all times and the Academies internet safety procedures and policies will be followed at all times.
28. Films/TV: It may be from time to time children will watch films or TV programmes. The films will be 'U' certification and in line with the Academies procedures.
29. Attendance at one of our extended services assumes your acceptance of these T&C's.

Wraparound Care Behaviour Contract Behaviour Agreement

This sheet will be kept by the Breakfast Club/After School Club Lead. Wraparound Care follows the School Behaviour Policy. However, the following is used to support a positive and safe environment.

Low Behaviour - Polite reminder about any of the following behaviours:

- Being rude to other children/staff.
- Answering back to staff.
- Being unkind deliberately – Taking another child's toys.
- Misusing/abusing equipment – Throwing equipment.
- Not following instructions when asked by an adult.

Medium Behaviour – The child sits out for 5/10 minutes depending on age.

- Blatant defiance.
- Continued Rudeness.
- Hurtful language.
- Recurring unkindness.
- Repeated name calling.
- Spitting.
- Deliberate provocation.
- Rough play.
- Aggressive but not physical behaviour.

High Behaviour

The parents will be contacted regarding behaviour by the Breakfast or After School Lead – **This will mean parents are called to collect their child and will miss the following session.**

- Dangerous behaviour
- Repeated defiance
- Vandalism
- Directed swearing
- Fighting
- Biting
- Physical Aggression
- Racism
- Bullying
- Homophobic/Derogatory language

Serious Behaviour

If your child continually demonstrates inappropriate behaviours or a serious behaviour this could result in your child not being welcome to attend for a period of time.

The parents will be contacted regarding behaviour by the Breakfast or After School Lead **The child will not be allowed to return to Breakfast or After School Club for the remainder of the Term or the following term, if it happens at the end of a Term.**

The Breakfast Club/ After School Club lead will discuss this action with the Headteacher before implementing it.

Date: Child's Full Name:

Class:

Parent/Carer Signature:

Child Signature (KS2 Only):