

Poolsbrook Primary Academy



Wraparound Care Policy

2025-26

Date policy ratified by the Local Governing Body:

Date of policy publication:

Author of policy: Chris Stewart (Headteacher)

Aims

- To provide an affordable wrap around childcare facility for parents.
- To provide a safe, welcoming and secure environment for children.
- To provide a healthy, nutritious breakfast or snack for pupils.
- To provide a calm environment in which children have access to a range of activities and support with their reading and homework if required.

Both Breakfast Club and After School Club operate under the umbrella of the Flying High Partnership and fully adopts all policies and procedures currently in place at the school. These policies can be found on the school website – [Poolsbrook Primary Academy - Home](#)

Breakfast Club Timing

- Breakfast Club is open from 7:45am and is located in the Castle.
- Breakfast Club staff supervise the children until 8:35am when they are escorted to their classroom.

After School Club Timing

- After School Club is open from 3:15pm and is located in the main school.
- The children must be collected by parents/carers by 4:00pm via the main entrance to school.

Staffing

- The maximum number of children we can accommodate is 15 for Breakfast Club and After School Club.
- The school operates a 1.15 staffing ratio (1:8 if under 5 years old) for both Breakfast Club and After School Club, however there will be a minimum of 2 members of staff on duty.
- All staff hold fully updated DBS and safeguarding checks.
- All staff update their Food Hygiene training annually.
- At Breakfast and After School Club there is always one member of staff (as a minimum) that has completed Paediatric First Aid training.
- Children who attend the school's nursery may attend breakfast club if ratios allow. This must be arranged via the School Office, staff who will liaise with the school leadership team to assess whether it is possible for your child to attend. No emergency bookings can be taken for nursery children without discussions with the Headteacher.

Booking and Payments

Session costs are as follows:

- Breakfast Club from 7:45am: £2.00 per session per child
- Afterschool Club until 4:00pm: £2.00 per session per child
- These prices will be reviewed on an annual basis
- All bookings need to be made with 24 hours notice/ a day before the booking itself.
- **For emergency bookings please contact the school office.**

- **Parents must give 24 hours notice for cancellation of sessions to enable any places to be booked by other parents. Failure to cancel will result in full charges being applied.**
- Payments are to be made in advance via your ParentPay account. Please note, you will not be able to book a session without crediting your account in advance.

School Closure

If school is closed or must close early, Breakfast Club and After School Club will not run. Refunds on these occasions will be given.

Breakfast Club Registration

- Children will be registered into Breakfast club on arrival. **Children must arrive accompanied by a Parent/Carer.**
- No children should arrive at Breakfast Club before 7:45am. The latest arrival time is 8:00am. In exceptional circumstances arrivals after 8am are via the school office.
- Breakfast Club Staff will call parents at 8.00am if they haven't arrived at Breakfast Club.

After School Club Registration

- Children will be collected from their classrooms and taken to After school Club.
- **Parents should notify the school office if for any reason their child will not be attending a pre-booked session.**
- **Calls to Breakfast and Afterschool club will be managed by the normal school telephone number.**
- **With consent, Year 5 & 6 children will be permitted to walk home.**
- **Children from reception to Year 4 are not allowed to sign themselves out of After School Club.**

Late Collection

- After School Club closes promptly at 4:00pm Monday to Friday. Should your child not be collected by this time, a late collection charge will be applied to your ParentPay account. This will be applied at the cost of £5.00 per child. If parents are persistently late to pick up their child from After School Club they may risk losing their place.
- If your child remains at After School Club after 4:00pm and we are unable to contact any of the registered contacts provided, Poolsbrook Primary School are legally required to contact Safeguarding Children Services (Social Services).

Food

Food is provided at Breakfast Club. Breakfast Club offers a typical breakfast for pupils whereas pupils are invited to bring a light snack from home for After School Club.

Typical foods available during Breakfast Club include:

- Fruit Juice
- Water
- Semi-skimmed Milk
- Cereals
- Toast
- Pastries

Allergies and intolerances are catered for in full, information relating to allergies and dietary needs must be kept up-to-date by parents/carers via the Arbor parent app.

Breakfast Club Activities and Resources

- A varied range of activities can be enjoyed at Breakfast Club. These include organised games, board games, reading, Lego etc.

After School Club Activities and Resources

- A varied range of activities can be enjoyed at After School Club.
- Outdoor activities include organised games, use of the trim trail (weather permitting)
- Indoor activities include board games and jigsaw puzzles, art and craft activities, construction games (Lego, connex, Duplo, etc), and numerous other toys.
- Whilst at After School Club your child may get involved in messy activities. We provide aprons for these activities but do not take responsibility if your child is not willing to wear an apron. Poolsbrook Primary School After School Club accepts no liability for damage to clothing whilst in our care under any circumstances.

Afterschool club and Breakfast club provides a calm environment for children to complete homework or read independently or with friends.

Safeguarding

- Breakfast and After School Club follow all school safeguarding policies and staff are fully trained. A separate risk assessment is completed for the use of Breakfast Club and After School Club each year.
- The school's fire procedures are fully adopted by Breakfast Club and After School Club. Copies of the fire emergency evacuation plan are displayed in the school's main entrance. The fire assembly points are on the EYFS playground.
- Medication is to be administered by trained members of staff if it is accompanied by a school administering medication form. These are available from the school office. Administering medicine is a voluntary act by willing staff, this is in line with our Administering medicine policy.
- Under the e-safety policy, your child will not be permitted to use his/her mobile phone during sessions and that staff will safely deposit phones in a secure place returning them at the end of the session.
- Should there be any incidents or accidents involving your child, you will be informed of the situation. All accidents are treated by a qualified first aider. If there is a situation where your child needs urgent medical treatment and are uncontactable, a member of staff from Poolsbrook Primary School may sign any consent forms necessary for treatment on your behalf using the consent from my registration form.
- Any information and details regarding your child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other appropriate

and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals.

- Children cannot be collected by a sibling under the age of 15 years of age.
- Children must be collected by a named contact with permission to take home as recorded on the schools main information system (Arbor)

Behaviour

- Poolsbrook Primary School Breakfast Club and After School Club adopt the policies of Poolsbrook Primary School with regards to Behaviour and Exclusions. If it becomes necessary to exclude a child you will be liable to pay for the cost of the session.
- Staff should be treated with proper respect and any behaviour deemed violent or abusive is unacceptable and the above Exclusion and Behaviour Policy will apply.

Emergency Contacts/Consents for Breakfast and Afterschool Club:

Staff in Breakfast and Afterschool club will use the schools main system to access information (Arbor) relating to a child's emergency contacts. It is the responsibility of Parents/Carers to keep the school office up to date with any changes relating to emergency contacts.

Consents for Breakfast and Afterschool Club must also be kept up to date, this is done by Parents/Carers directly via the child's profile on Arbor.

Complaints

Any complaints should be made in writing to the Headteacher.

Chris Stewart
September 2025