Great Gaddesden C of E (VA) Primary School

'Treat others exactly as you would like to be treated yourself'. (Luke 6:31)

Wrap Around Care Guidance & Organisation

Review date: 4th November 2026

Review cycle: Every three years (or sooner if required)

Signature: Date: 4th November 2026

Headteacher

Date this becomes effective from: 1st January 2027

Aims of this plan:

Through the operational implementation of this plan, Great Gaddesden CE VA Primary School aims to ensure its wraparound care provision:

• Provides a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends.

• Provides an affordable, self-sustaining, early drop-off and late collection childcare facility for parents and carers during term time.

• Enables pupils to eat a nutritious breakfast before the start of the school day/have an after school snack in a pleasant, relaxed environment.

• Provides a calm play environment in which pupils can engage socially with pupils from other year groups, therefore strengthening relationships in the school community.

• Encourages physical activities to promote healthy living.

• Provides a useful service to parents/carers.

• Builds positive links and relationships with families.

Fees, administration and cancellations

Prices are referred to in this document but full guidance in regards to the schools procedure for Charging, Remissions and Debts please refer to the Charging, Remissions and Debts Policy. By signing up to wrap around care, parents therefore must adhere to such policies.

Timings

Breakfast club

• Breakfast club will run Monday-Friday from 8:00am until 8:45am.

• Breakfast will be served between 8:00am and 8.15am. Children arriving after 8:15am will not be given breakfast.

• Children will be given a choice of cereals and/or toast as well as a cold drink such as water, fruit juice or squash.

• The drop-off point is via the Nurture room door.

• Charges shown below*

• If children arrive that have not been signed up beforehand, there will be a £6.00 charge for the session.

After-school club

•Timings

After School Club will run Monday to Thursday until 5:00pm.

We will provide the following sessions:

3:15-4:30pm (Main Session)

4:30-5:00pm (Later session)

4:15-5:00pm (Session for children staying after a club that finishes at 4:15pm)

4:15-4:30 (Short session after another club)

•Food Provisions

Children staying until 4:30pm will receive a light snack

Children staying until 5:00pm will have something more substantial such as a light tea time meal

Charges shown below*

Fees and administration

In order for the school's wraparound care provision to be sustainable the cost per child should cover staffing and food costs.

Weekly provision and pricing structure (effective from January 2027)

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club 8:00am-8:40am (open to Reception- Year 6 children only) £5.00 PPG £4.00				
After school club 3:15-4:30pm £7.50 (Reception -Year 6 children) & £8.50 (Nursery children) 3:15-5:00pm £9.00 (open to Reception- Year 6 children only) 4:15-4:30pm £3.50 (provision following another club eg. Yoga, singing etc) 4:15-5:00pm £5.00 (provision following another club eg. Yoga, singing etc)				No after school club

• Regular bookings should ideally be made at least one week in advance to ensure you get your place.

• Bookings can be made online as late as the day before.

• Last minute bookings must be made by contacting the school office on the day (if availability permits).

• Payments are due at the time of booking/made in advance so that services are prepaid for.

• All payments are made online using Arbor

• Parents using the new tax-free childcare accounts must make the transfer of funds in good time. When the funds arrive in the school account, a credit will be added to your school Arbor account which will allow you to make bookings without further payment. Please check your Arbor account 7 days after the transfer. Payments are reviewed weekly

on a Wednesday so crediting Arbor accounts will only take place on this day. In exceptional circumstances where there has been a delay between payment being received and crediting Arbor accounts, access to wrap around may continue and this will be at the discretion of the Headteacher.

• Fees for the service will be reviewed regularly and may increase or otherwise vary throughout the academic year.

• Booking changes can be made by speaking to the school office or by emailing admin@greatgaddesden.herts.sch.uk. You may swap to an alternative day if there is space available.

• If bookings are not made in advance or children are not collected by the end of the school day (by 3:20pm), parents will be charged until 4:30pm/5:00pm plus an additional £5 due to the need to deploy additional staff to be within ratios.

•Children who are booked on until 4:30pm and are collected late (after 4:30pm) will be charged until 5:00pm

•After school club closes at 5:00pm. A late charge of £1 per minute is applied if children are collected after this time.

Organisation

• Upon arrival at the breakfast club, pupils will be registered by a member of staff.

• After breakfast club, pupils will be escorted to their classrooms by a member of staff.

• For the after-school club, children will be escorted from their classroom to the club by a member of staff.

• Upon arrival at the after school club, children will be registered by a member of staff.

• If a child who is booked into wrap-around care does not arrive at the club, a member of staff will check the school attendance system to see if they are absent. If they were not absent, they will contact the class teacher to inquire if they were sent home ill after the register or have gone to a sports club. If this is not the case, further action will be taken to gain assurance regarding the whereabouts of the child(ren).

• Children may only be collected from after school clubs by a person named on the Arbor system or where a parent/carer listed as having parental responsibility has put in writing or contacted the school office outlining an alternative arrangement.

• It is the parent's responsibility to ensure this arrangement has been communicated in advance.

Activities

The clubs will include a variety of indoor and outdoor activities through the week:

• Construction toys

• Creative activities and crafts

• ICT

• Table top games and jigsaws

• Outdoor games and activities including access to climbing equipment and the school's Forest School area

Where the weather and amount of light make it appropriate, children will be encouraged to be active.

The wrap around manager oversees the timetable and planning of appropriate activities.

Behaviour

• The clubs will utilise the same behaviour policy as the school.

• Parents/carers will be informed of any behaviour concerns at pick-up or will receive a phone call.

• Children whose behaviour puts themselves, the staff or other children at risk may be asked to resign their place at the club. This decision will be at the Headteacher's discretion and will be a last resort when reasonable adjustments have been trailed beforehand.

Illness or injury

• If a pupil is absent from school on a day where they are booked into wrap-around care, the parent must contact the school.

• Should a pupil be taken ill or have an accident whilst attending the provision, that may require rest or treatment, a member of staff will contact the parents using the details on the Arbor system advising them of the situation and to arrange collection.

• If the parent cannot be reached, the school will leave a message and call the next person on their contact list.

• All injuries and any treatment given will be recorded and parents informed.

Policies and procedures

The clubs will follow the following school policies:

• Behaviour

• Child Protection

• Supporting Pupils with Medical Conditions

• Health and Safety

• Equality

• Staff Code of Conduct

• Emergency Evacuation Procedures

•Charging, Remissions & Debts Policy

•Safe drop off and pick up procedures

Staffing

• The service will be run by an appointed member of staff employed by Great Gaddesden school.

• There will be a Designated Safeguarding Lead (DSL) on site or contactable during wrap around provision (in addition to wrap around staff).

•There will be a minimum of two staff on site at all times during the delivery of wrap around care.

• Staffing will be reviewed regularly to ensure that it reflects the number of children attending as the clubs grow.

There will be a higher child to adult ratio during sessions where Nursery children are in attendance in line with the EYFS statutory framework.

Staff will have the following training:

• Child Protection

• Prevent

• Food Hygiene

• Paediatric First Aid or First Aid in schools

Child protection and safeguarding

In accordance with Great Gaddesden CE VA Primary's child protection and safeguarding arrangements all wraparound care staff have current DBS clearance and have undergone all required safer recruitment checks as per our Safer Recruitment Policy.

Wraparound care staff will follow the school's agreed policies and procedures for child protection and safeguarding as well as its employee code of conduct.

Emergency evacuation procedures

In the event of a fire, pupils and staff will follow Great Gaddesden CE VA Primary School's emergency evacuation plan and leave the building in a calm and orderly fashion via the nearest fire exit.

Medication

If a child needs to be administered medication (including their inhaler or adrenaline auto-injector), a member of staff will observe that the medication has been taken correctly.

Parents and carers will be notified of any administration of medication at the end of the session.

The administration of medication will follow Great Gaddesden CE VA Primary School's related policies and procedures. For example, parental consent must be obtained before administering any medication.

Risk assessments

A separate risk assessment will be completed for wraparound care provision.

Complaints

All complaints relating to the school's wraparound care provision will be managed according to Great Gaddesden CE Primary School's complaints procedure which can be found on our website