

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 2025

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

Signature:

A handwritten signature in blue ink, appearing to be 'M. Bell', written over a horizontal line.

Date: 4th November 2025

Headteacher

Date approved by governing body (resources and finance committee): 4th November 2025

Date this becomes effective from: 1st January 2026

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.

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 (from January 2026).

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)

•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*

Monday	Tuesday	Wednesday	Thursday	Friday	Support available
Breakfast club 8:00am-8:40am (open to Reception- Year 6 children) £4.50					Pupils in receipt of PPG £3.50
After school club 3:15-4:30pm £6.50 (open the Nursery-Year 6 children) 3:15-5:00pm £7.50 (open to Reception- Year 6 children) 4:15-5:00pm £4.50 (provision following another club eg. Yoga, singing etc)				No after school club	Pupils in receipt of PPG 3:15-4:30pm £5 3:15-5:00pm £6.50 4:15-5:00pm £4

Please note: if children arrive at breakfast club and are not booked in, they will be charged £6 for the session. Children not collected by 3:20pm will be booked into the After School Club and a minimum charge of £6.50 will apply.

Late Collection

- Late collections (after 5pm) will be charged at £10 per every fifteen minutes that the parent/carer is late.
- If no-one has come to collect a child by 5:10pm, the school will use the numbers listed on Arbor to find out the reason for non-collection. Following this if a child remains uncollected and we have had no response or received messages by 5:30pm, the school will follow its usual safeguarding procedures.

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

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