

Everyone Welcomed. Everyone Included. Everyone Belongs.



Wrap Around Care Policy

Policy Reviewed and Adopted by Local Advisory Board	Autumn Term 2025
Date of Next Review	Autumn Term 2026
Responsible Officer	Headteacher

Wrap Around Care Policy

Vision

Everyone Welcomed. Everyone Included. Everyone Belongs.

“But I came to give life - life in all its fullness” (John 10:10)

At St Mark’s CE Primary School, we strive to bring all together as one loving family. Through strong relationships, we offer a sense of belonging by nurturing all to flourish as unique and responsible children of God.

Aims and Objectives

- To offer a safe, secure and friendly environment in which children, from EYFS to Year 6, can enjoy after school provision under the supervision of qualified staff.
- To enhance the community spirit embraced by St. Mark’s C of E Primary School and contribute towards extended school provision.

Breakfast Club Opening Times

The Breakfast club for will be open term time only, Monday to Friday, 7.45am until 8.40am. Breakfast will be served between 7.45am and 8.40am.

We will provide children breakfast comprising of toast and cereal. Once the children have eaten, activities will be offered. All children will be taken to their classrooms at the end of the session, ready for the start of the school day.

After School Club Opening Times

The After School club will be open term time only, Monday to Friday, 3.20pm until 5.30pm.

Members of Staff

Breakfast Club

Staff will work in both main school breakfast club and EYFS breakfast club.

- Mrs S Mackinlay
- Mrs Pinkney
- Mrs Greenfield
- Miss Stephenson
- Mrs Arthur
- Mrs Riddle

After School Club

Staff will work in both main school afterschool club and EYFS afterschool club.

- Mr Boddy
- Mrs Dalkin
- Miss Corkin
- Mrs Martin Brookes
- Mrs Arthur

- Mrs Riddle

Safeguarding

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

The ratio of staff to children is in line with Government recommendations.

Breakfast club Fees and Payment

The cost of the breakfast clubs are £4.50 per session. No commitment is required, however payment, on Parent Pay, is to be paid the Thursday before the club. This is to ensure that staff ratios are compliant. Non-payment of fees will result in a child not being able to attend.

After school club Fees and Payment

The cost of After School Club is £3 up until 4pm and £5.50 up until 5.30pm. No commitment is required. However, payment (on Parentpay) is to be paid in advance. If payment isn't received at the same time as booking, your child's place will not be guaranteed. Administration team monitor this.

Register

A list of all members of the Breakfast Club and After School Club will be kept and maintained, and a register of attendance will be taken on a daily basis.

First Aid

The club has access to first aid and the member of staff will hold a current First Aid Certificate. All accidents will be recorded in the Medical Tracker and this will be reported to the parents/carers via an e-mail. 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

Breakfast Club Structure

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.

After School Club Structure

A biscuit and drink will be provided for each child. The children will then have the opportunity to complete any homework before structured activities will commence. 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 the club. We expect good behaviour and respect for others. The club reserve the right to withdraw the service if a child's behaviour is unacceptable.

Policies and Procedures

School policies relevant to the club include Equal Opportunities, Health and Safety, Whole School Food, Behaviour, Safeguarding and Administration of Medicine. The schools mobile phone protocol is also applicable.

Parental/Pupil Feedback

The school value parental/carer and pupil opinions and will welcome feedback on how the club is ran.

The school's Complaints policy is published on the school website. However, in line with school policy, please inform Mrs Rand, the Headteacher, of any concerns in the first instance.

Guidelines for Parents/Carers

When you book onto Breakfast club or After school club, parents will pay for this on Parent Pay. If there are any unpaid fees, we ask parents to pay fees promptly. Failure to pay could result in your child not being able to attend. If you have a problem paying the fees or your circumstances change, please talk contact Mrs Mandiville, Senior Administrator. All matters will be dealt with as quickly as possible and with discretion.

In the unlikely event of us having difficulty with your child's behaviour, we will contact you. If you child does not follow the rules of the club, then after consultation with you, and due warning, your child will not be able to attend.

Please ensure that you collect your child promptly. If you fail to collect your child at, or before, 4.00pm (if booked on ASC 1) or 5.30pm (if booked on ASC 2), a cost of £5 will incur.

If you would like your child to attend the Breakfast Club or Afterschool Club please book on via Parent Pay.