



# 'Where Stars Shine'

*Belonging, Ambition, Respect, Kindness*

# WRAP AROUND CARE POLICY

Policy Lead Committee:	<b>Local Academy Committee</b>	In consultation with:	<b>Senior Leadership Team</b>
Approved by:	 R. Johnson, Chair of Committee	Date:	<b>15<sup>th</sup> January 2026</b>
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## 1. Introduction

At Severnbanks Primary School we are very proud to be able to offer 'Wrap around Care' to the pupils and parents of Severnbanks school, Lydney Church of England school and Aylburton Church of England school.

Wrap-around care supports pupils' well-being and parental work-life balance. Our ~~W~~wrap around Care offers early morning breakfast club from 7.45am – 8.45 am (in the school hall for Severnbanks pupils) and after school club from 3.15 pm – 6.00 pm (Poplar room for all pupils).

Both clubs are currently run in school by members of our support staff. The service is run in line with the requirements of the guidance After-school clubs, community activities and tuition:

- [Out-of-school settings: safeguarding guidance for providers - GOV.UK](#)
- [Keeping children safe in education - GOV.UK](#)

## 2. Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends until 6.00 pm.
- To provide an affordable service to parents/carers.
- To enable pupils to eat breakfast before the start of the school day/have an after-school tea snack in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a fun environment for those pupils. This includes opportunities for craft activities, indoor and outdoor games and calm play. Pupils are also given an opportunity to do their homework with support from staff.

## 3. Staffing

Any member of staff running the Wrap Around Care will have a current Disclosure Barring Service (DBS) check in place, and are registered on the school's Single Central Record. The ratio of adults to children will be 1:15.

Staff will undergo appropriate training including Safeguarding and Paediatric First Aid.

### 3.1 Contingency arrangements for staff absence and emergencies

There are relief assistants on standby, should the permanent member of staff be unable to attend.



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In the event of emergency cover being required, members of the senior leadership team or other Severn Federation Academy Trust staff will cover.

An emergency plan is in place. This includes special instructions for the children on what to do in the case of an emergency. These instructions are explained to the children and the procedures are practised.

#### **4. Organisation**

Parents/carers must complete a registration form for their child(ren) to be able to attend the after-school club (which will be stored securely and confidentially.)

Contact and medical details for children using the service will be kept in a locked drawer in the office and Poplar room.

A daily attendance register is kept. After school, Severnbanks pupils will be collected by a member of staff. Children from other schools will be collected by the designated member of staff and transported in the Trust minibus to Severnbanks.

Accident forms are completed and handed to the correct school office to be kept with school records.

Children will only be released to persons given permission to collect on their registration form.

A 'Pick-up word' is requested on the registration form. This word should be shared with anyone you've authorised to collect your child. Staff will ask for the word as a safety measure to ensure your child is only released to those with your permission.

#### **5. Fire Procedures**

Fire drills will be carried out termly. The club follows the evacuation procedures displayed in school. The Fire Assembly Point is on the KS1 playground.

The Wrap Around Lead should take a walkie-talkie outside with them to communicate with staff who are still in the building.

#### **6. First Aid**

There is a qualified First Aider available at all times.

If First Aid is administered, medi-tracker will be completed for Severnbanks pupils and first aid books for Alyburton and Lydney Church of England school pupils, and parents will be informed.



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## 7. Medication

The school would not expect a child in either the breakfast/after school clubs to need medication other than for chronic conditions, such as an inhaler.

All medication is located in the First Aid area. A record sheet will be kept showing date and time of any usage.

## 8. Risk Assessment

The wrap around care risk assessment is the responsibility of the Headteacher.

## 9. Insurance

Insurance cover is provided by the school's insurance policy.

## 10. Policies

Wrap around care will subscribe to all policies at Severnbanks Primary School and the Severn Federation Academy Trust policies. These can be accessed via the websites: [Severnbanks Primary School - Policies](#) and [Policies | Severn Federation Academy Trust](#)

## 11. Equal Opportunities

Equal opportunities will be provided for all children regardless of gender, race, religion or special needs.

## 12. Admissions Policy

Wrap around care is open to all children who attend Severnbanks Primary school, Lydney Church of England Primary school and Aylburton Church of England Primary school.

The age of admission will be from 4 – 11 years of age.

## 13. Pricing Policy

The wrap around care is self-sufficient. The attendance fees are designed to cover all costs and this is managed by Severn Federation Trust Central Office, in adherence to the Severn Federation Academy Trust Charging & Remissions policy; [www.sfat.uk/policies](http://www.sfat.uk/policies)

The fees include:

- Staffing



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- Food
- Equipment
- Day to day running costs

It may be necessary to change fees from time to time. Changes however will only be made at the start of a term, with parents being given at least one month's notice of any change.

As the aim of wrap around care is to provide a service for children and parents, charges will be set to cover costs and break even. However, the charges should be set to cover the costs of utilities, extra administration time and the wear and tear to school equipment and resources. Financial assistance maybe available to support children eligible for pupil premium.

#### **14. Booking and Terms and Conditions of Payment**

Parents and carers must complete a registration form for their child(ren) to be able to attend both breakfast club and after school club wrap around care.

*If bookings are not made in advance, the school cannot ensure the availability of sufficient qualified staff to meet the required ratios.*

Wrap around care (After school) is payable in advance via ParentPay. Breakfast club at Severnbanks is paid and booked through Parent mail.

Payment alone does not secure a place. Please book your sessions from the ParentPay club booking page for after school club and parent mail for Severnbanks breakfast club.

Parents/carers can book sessions for their child(ren) no later than 10am on the day of the session for after school club only. For breakfast club this must be completed the night prior to attending.

For after school club, parents/carers can cancel their session up to 10am on the day of the session - credits will be applied to their account.

We accept childcare vouchers and Tax-Free childcare. Payments should be made in advance and a credit will be allocated to your child's account

Payments made using these methods will be credited to your ParentPay account once received in the Trust bank account.

Parents/carers must notify us by emailing [office@sfat.uk](mailto:office@sfat.uk) when a payment has been made, so we can check the bank and allocate the credit promptly.

The credit balance will automatically reduce when bookings are confirmed.

It is the parent/carers responsibility to ensure their account is sufficiently topped up to cover the costs of their session requirements.



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Parents/carers should allow sufficient time for payments to reach the Trust bank account and for administrative processing to allocate the credit.

There will be a late collection fee applied in the event of late collection. £5 per child for up to the first 10 minutes and £5 per child for each subsequent 10 minutes after.

If a child is regularly collected late after the closure of the provision their place may be at risk of being withdrawn.

The provision is registered under Severnbanks Primary School (URN: 139165).

**Parents will not be able to reserve places for the next term, if any charges are outstanding for the previous term.**

#### **14.1 Refunds**

We can only refund charges where school events/trips mean that the Wrap Around Care is no longer required. Unfortunately, we cannot offer a refund in other circumstances, for example sickness or ad-hoc changes to parents' working patterns, as the school will already be committed to staffing based on reservations made.

Where parental working patterns change permanently and significantly during a term, and a parent wishes to amend their Wrap Around Care booking, the school will try to accommodate this. However, the school cannot guarantee that they will meet these requests to change due to commitments to staffing levels. Where the school cannot accommodate this change then amounts invoiced for the term will still be owed.

#### **14.2 Additional Ad-Hoc Sessions**

It is recognised that there may be occasions where a parent needs to book their children into Wrap Around Care on an ad hoc basis. Such bookings will be accepted where there is space, but priority will be given to children who already use the Wrap Around Facility on a regular basis. If it is found that parents are frequently booking their children in on an ad hoc basis rather than making a regular booking, then the school will ask parents to make a termly booking (as per the conditions above). Unfortunately, the school does not have the resources to book, invoice and administer a large number of ad hoc bookings.

### **15. Code of Behaviour**

Wrap Around Care is expected to adhere to the school's code of behaviour, as stated in the school's positive behaviour policy, although it is recognised that the atmosphere of the club will be more informal.

The school's Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour.



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Parents of children who refuse/cannot conform to an acceptable level of behaviour in Wrap Around Care provision will be informed.

The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Wrap Around Care.

It may be necessary to remove a Wrap Around placement on a temporary basis to consider whether there are any reasonable adjustments that might help.

The most important aspect of our Wrap Around provision is that it should provide a welcoming, safe, secure environment for pupils. If, despite any possible reasonable adjustments being made, a child cannot behave in such a way that enables this to happen for themselves and others, their place in Wrap Around can be withdrawn on a temporary or permanent basis.

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**This policy is available on the school website: [Severnbanks Primary School - Policies](#)**

*Paper copies are available on request from the School Office*