



Butleigh

Church of England

Primary School

Policy for:

Wrap around care policy

2026-2027

Policy Author	Kristin Moth
Chair of Governors	Wendy Jenner
Date of Policy	May 2026
Next annual review date	May 2028

1. Introduction

Butleigh C of E Primary School is committed to supporting families by providing high-quality Wraparound Care through our Breakfast Club and After-School Care. These services operate as an extension of the school day and reflect our Christian ethos, values, and expectations for behaviour.

Our aim is to offer a safe, nurturing, and stimulating environment where children can relax, learn, and enjoy positive relationships with others.

2. Roles and Responsibilities

The School Will:

- Provide information about Wraparound Care prior to use.
- Offer a safe, welcoming, and engaging environment.
- Provide a range of creative, recreational, and educational activities.
- Offer breakfast and/or snacks and drinks as appropriate.
- Inform parents of any concerns regarding behaviour, wellbeing, or progress.
- Ensure equality of opportunity for all children.
- Communicate openly with parents regarding individual needs.
- Contact parents promptly if issues arise regarding health, behaviour, or safety.
- Encourage children to respect their environment and one another.
- Maintain confidentiality where appropriate.

Children Will Be Encouraged To:

- Follow school behaviour expectations; Butleigh Brilliance to be safe, kind, respectful and ready.
- Care for resources and the environment.
- Celebrate differences and treat others with respect.
- Help create a happy and enjoyable atmosphere.

Parents/Carers Agree To:

- Book sessions in advance and ensure accounts are in credit.
- Drop off and collect children on time.
- Inform the school of absences or changes to collection arrangements.
- Support the school's values and behaviour expectations.
- Share any relevant information affecting their child's wellbeing or behaviour.
- Adhere to this Wraparound Care Policy.

3. Admissions

Wraparound Care is available to all children on roll at Butleigh C of E Primary School and children from 3years old who attend the Butleigh Nursery . Once a child leaves the school, the service is no longer available.

4. Registration

Parents must complete a registration form including:

- Medical needs
- Allergies
- Emergency contacts
- Collection permissions

Forms must be returned directly to the school office due to the sensitive information they contain.

5. Booking and Payment

Booking

Parents book using the paper forms for both Breakfast and After school club.

Bookings:

- Must be made in advance.
- Are subject to availability.
- Should be made by Wednesday of the previous week where possible.

Fees

We are ask parents to pay their invoice promptly. There may be times when we ask for you to pay in advance

Breakfast Club charges (from September 2026):

- 8:00am – 8:50am: £4.60

After School Club charges (from September 2026):

- 3:30pm – 4:30pm: £6.00
- 3:30pm – 5:00pm: £8.00
- **4:30pm – 5:00pm: £4.00** (*This slot is for children attending After School Club following another after-school activity.*)

Refunds

- Fees are non-refundable for illness, holidays, or non-attendance.

- Credits will be issued if the school organises an event that clashes with a booked session.
- Four weeks' notice is required if a family no longer needs the service.
- Refunds may be considered in exceptional circumstances following discussion with the Headteacher.

Childcare Vouchers

The school accepts childcare vouchers. Parents should contact the office to set up arrangements.

6. Staffing Ratios

Wraparound Care follows recommended staffing ratios:

- 1:8 for 3–4-year-olds
- 1:12 for school-aged children

Additional staffing may be arranged if demand increases.

7. Children with Additional Needs

We aim to include all children wherever possible. Admission for children with additional needs will involve:

- Agreement that the environment is appropriate.
- Liaison with relevant professionals.
- Ensuring staffing levels can meet the child's needs.

8. Behaviour Expectations

School behaviour policies apply during Wraparound Care.

If behaviour compromises safety or wellbeing:

1. Parents will be informed.
2. A warning will be issued.
3. Continued issues may result in temporary or permanent exclusion from the provision.

9. Opening Hours and Fees

Breakfast Club

- Term-time only
- Opens at 8:00am
- Breakfast served until 8:30am
- Children escorted to class at 8:50am

After-School Care

- Term-time only
- 3:30pm – 5:00pm
- Fees charged according to collection time (insert Butleigh's rates)

10. Arrival and Departure Procedures

Breakfast Club – Arrival

- Children must be dropped off by an adult (Year 6 may arrive independently with prior written permission).
- Drop-off at the designated entrance.
- Parents must sign their child in.

Breakfast Club – Transition to School

- Children escorted to the classrooms at 8:50am.

After-School Care – Arrival

- Children are escorted from class to the club.
- Register taken on arrival.
- Parents must inform the school by 2:30pm if a booked child will not attend.

Non-Arrival Procedure

If a child does not arrive:

- Staff check with class teacher and office.
- Parents are contacted immediately.

Collection

- Children must be collected by an authorised adult aged 16+.
- Staff will answer the doorbell and let the parents in to collect them
- First-time collectors must show ID.
- Changes to collectors must be communicated to the office or a member of the wraparound team.

Late Collection

- Late collections will incur an additional charge.
- Persistent lateness may result in withdrawal of the service.

11. Food Provision

Breakfast Club

May include:

- Toast/bread with spreads

- Low-sugar cereals
- Milk or water

After-School Care

- Fruit and water provided

All food provision follows School Food Standards.

12. Allergies and Dietary Needs

Wraparound Care will accommodate allergies, intolerances, and dietary requirements as stated on the registration form.

13. Sickness and Medication

Sickness

Children must not attend if they:

- Have a high temperature
- Have sickness or diarrhoea (48-hour rule applies)
- Have an infectious illness

Parents will be contacted if a child becomes unwell during a session.

Medication

Wraparound Care staff:

- Cannot store or administer medication (including Calpol).
- Will follow the school's First Aid and Medical Needs Policy.
- Will return any medication administered during the school day to parents at collection.

14. Safeguarding

All Wraparound Care staff follow the school's safeguarding procedures. If a child is not collected and no contact can be made with parents or authorised adults, the Headteacher or Designated Safeguarding Lead will contact Children's Services for advice.