



**Charlestown**  
Primary School



# Wrap Around Care Policy

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Scheduled Review Date	Summer 2025
Statutory or Best Practice Policy	Best Practice
School or Trust Policy	School

We want to ensure that your needs are met.  
If you would like this information in any other format, please contact us on  
01637 303106 or email [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk).

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# Wrap Around Care Policy

## Aims

The Breakfast and After School Club provides quality wrap around care for pupils at Charlestown Primary School. The Aims of the Club are to:

- support families by providing before and after school childcare from 7.30am until 8.30am and from 3.15pm until 5.30pm respectively. Friday's will finish at 4.30pm
- provide planned play activities and a place to relax after a busy day at school
- offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

## Allocated Places and Time of Clubs

The number of spaces available are subject to staffing and ratio guidelines. The school environment and the minimum child ratios meets the requirements of DfE guidelines.

The Breakfast Club is accommodated in the school where the children are offered a healthy breakfast snack and a drink. The After School Club have access to the school and the playground. In both areas children are offered healthy snacks and drinks.

Unfortunately, the Breakfast and After School Club are not able to provide one-to-one support for individual children. If your child has additional needs and would like to access the provision, please speak with our SENDCo.

The Breakfast Club will run from 7.30am until 8.30am from Monday to Friday during term time. The After School Club will run from 3.15pm to 5.30pm from Monday to Thursday and 4.30pm on a Friday during term time. Both clubs will be closed during school holidays and for 5 days each year to provide staff training and development (INSET days)

**The school reserves the right to withdraw your child's place at wraparound care if their behaviour is deemed to be unacceptable.**

The school reserves the right to make changes to the days and times offered due to unforeseen circumstances such as acts of nature.

## Admission Process

Parents and carers can book their child into wrap around care via the MyEd online booking system. The booking window for each session closes two school days prior. For example, if booking a Friday breakfast or after school session, the online booking must be completed no later than 3:30pm on a Tuesday. If booking a Monday breakfast or after school session, the online booking must be completed no later than 3:30pm on the Wednesday of the week prior.

Any prebooked prepaid places that are not attended on the day, cannot be refunded unless the child is sent home sick by the school. Unclaimed places will then be offered to the next family on the waiting list that day.

We are unable to accommodate same day, last minute bookings. This is so that we can safely staff the wrap around provision.

We kindly ask that parents and carers are respectful when communicating with staff about wrap around care bookings. Any disrespectful behaviour (either on the telephone or in person) towards a member of staff will not be tolerated and may result in the wraparound provision being withdrawn for the family.

## Charges

The charges from September 2024 per session are as follows:

### Breakfast Club

£4.00 per child, per session

### After School Club

3.15pm to 4.15pm £4.00 per child, per session

4.15pm to 5.30pm £5.00 per child, per session

Friday's session 3.15pm – 4.30pm £5.00 per session

### **We are unable to facilitate adhoc/same day bookings.**

The school reserves the right to increase the costs during the academic year if we find our staffing costs increase.

***Payment must be paid in advance when booking.*** Payment is required via My Ed – plus pay (our online payment system). We also accept childcare vouchers. More information regarding what companies this includes and how to register can be obtained from the office.

### **Late Payment**

In line with school and Trust policies, **the school reserves the right to withdraw** a child's place if fees are not paid within 7 days of using the provision.

### **Late Collection from After School Club**

We understand that in unforeseen circumstances, parents and carers might arrive late to the school for collection. All late collections will be logged giving the time and reason. Please ensure that the member of staff on duty in the club are informed of the reason for late collection.

Late collection logs are monitored by club leaders, and should we feel that this is causing concern, we will inform you in writing that any future late collections will incur a late fee. The fee will be up to the cost of a session – Late fee payable daily - £4.00 after 5 minutes.

### **Non-attendance**

**If pupils do not attend having booked a place in either breakfast club or after school club the charge will still apply. The only time the charge will be waived is if the pupil is sent home poorly.**

If pupils are not in school due to medical/illness, an agreed exceptional leave, educational visits or residentials, places will be held for the period of this absence but not charged unless unauthorised holiday is taken.

In the event of pupils not attending more than two consecutively booked sessions, we will inform the parent or carer that this space is now being allocated to the next pupil on the waiting list.

### **Related Whole School Policies**

The Breakfast and After School Club is an extension of the school and therefore all school and Trust policies and expectations apply to all users of this provision.

### **Policy Review**



This policy is reviewed annually.