

Wraparound Care Policy



Approved by: Governors

Date: 14 July 2025

**Last reviewed:
Summer 2025**

**Next review due by:
Summer 2027**

Terms & Conditions

Royton Hall Primary School & Nursery is pleased to be able to provide the children of our school the opportunity to attend our Wraparound Care. Applications forms to attend need to be completed and submitted to the School Office. Once your application has been approved the sessions can be booked in via the School Gateway but must be made at least two weeks in advance. **Places are subject to availability and you must check with the school office in advance before booking any sessions we have not previously agreed.**

This childcare provision is an extension of Royton Hall Primary School & Nursery and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The Wraparound Care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Royton Hall Primary School & Nursery's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

THE SCHOOL - We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

THE CHILD - I will do my best to:

- be safe, ready & respectful
- be polite, friendly, kind and helpful to others
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS – We will endeavour to:

- ensure that our child only attends sessions that are booked in advance online

- ensure that our child is dropped off and/or collected on time by an adult (unless formally agreed otherwise)
- contact the school if our child is going to be absent from a session
- contact the school promptly and in advance if there is a change in adult arrangements or collection times
- support the school Behaviour Policy and Parent Code of Conduct
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

Admissions Policy for Wraparound Care

Royton Hall Primary School & Nursery Wraparound Care is only available to children who attend our school.

Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Registration

We will use your child's usual school record to access their medical conditions, allergies, and emergency contact details. Please ensure that these are kept up to date at all times. We shall assume that a parent will be collecting your child unless we have instructions to the contrary. Please bear in mind that staff manning Wraparound Care may not be your child's normal teacher or teaching assistant and therefore you need to let us know in writing of any other person authorised to collect your child.

Online Accounts

Once we have confirmed that your application has been accepted you will be given access to the online booking system on the School Gateway. Parents will be required to set up an account on School Gateway if they do not currently have one. (Please speak to the school office if you need more information about this system.) Bookings can be made session by session or as block bookings and these need to be paid for at the time of booking at **least TWO weeks** in advance. If you use the Tax-Free childcare scheme, once the funds have been received we will credit your account on the system allowing you to book your places. Please ensure you leave sufficient time to make sure you are able to book two weeks in advance.

Maximum Numbers and Waiting Lists

Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Royton Hall Primary School & Nursery having regard to the age and needs of the children and the types of activities.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- The staffing levels can support the needs of the child.

Behaviour

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of Wraparound Care, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from Wraparound Care for a period deemed appropriate by the Senior Leadership Team.

Opening Hours and Fee Structure

Royton Hall Primary School & Nursery Wraparound Care

- Is open term-time only with sessions running from 7:30am – 08:30am and 3:15-5:30pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the before-school session (7:30-8:40) is £6.50 and is inclusive of breakfast and a cold drink
- The fee for the after-school session (3:15-5:30) is £9.50 and is inclusive of a snack and a cold drink

Payments and Refunds

Sessions must be booked and paid for at least 14 days in advance online using a School Gateway account. Fees cannot be paid in cash or by cheque at any time. If you wish to change your agreed slots then you need to contact the school office four weeks in advance for prior approval and for us to check availability.

Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip (Robinwood), sporting event, or event after you have already made a booking. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

You will also be refunded in the event of Wraparound Care being cancelled by us due a snow day for instance. In these cases, a credit will be applied to your account.

If you no longer require the use of Wraparound Care e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

We would appreciate it if you would let us know if you no longer require the service as soon as you become aware, so that we may release the slots to children on our waiting list. If you do not advise us but do not take up your places for six weeks or more we shall assume that these are no longer required and reallocate your slots.

Arrival and Departure Policy and Procedure

Royton Hall Primary School & Nursery Wraparound Care will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Before School Care

Arrival

Children under 10 must be dropped off by an adult or person over 14 years of age.

Children in Year 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children will be handed over to the Wraparound Care staff at the Entrance in the Infant Playground from 7:30am.

Breakfast will be served up to 8:15am. Children arriving after 8.15 am will not receive a breakfast.

At the beginning of each session there will be a formal register taken. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into this session in advance will not be allowed to attend.

Non-Arrival

Non-arrival to Wraparound Care will result in a call being placed to a parent or carer to ascertain the whereabouts of a child. The Before School Care is an extension of the school day and the child's absence could be considered a safeguarding concern. Monies will not be refunded for absence.

Departure from the Care into the school day

Children will be released from the Wraparound Care by the staff at 8:30am. Early Years and KS1 pupils will be taken to their classroom. One member of staff will then stay with the KS2 children on the playground (School hall in wet weather), until the bell at 08:40

After School Care

Arrival

Pupils will be escorted from their classroom to the Wraparound Care by a member of staff where they will be registered.

Children attending extra-curricular clubs (either run by school or external staff) will be taken to the After-School Care by the extra-curricular club leader.

If a child has been booked into After School Care parents/carers must inform the school by no later than 9.30 am if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each After School Care session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into a session in advance will not be allowed to attend.

Non-Arrival for After School Care

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named Parent ascertain the whereabouts of the child.

Departure from the After-School Care

The After-School Care has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.

Children must be collected promptly at the end of your booked After School Care session by either the parent or a named authorised person. We will not release children to any siblings or children under the age of 14 years.

When collecting your child from the school building please use the doorbell to gain the attention of a member of staff, your child will then be brought out to you, please wait by the entrance ramp for your child unless invited in by a member of staff.

Parents and authorised adults must sign the collection register before leaving the building.

For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After School Care staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office – info@roytonhall-pri.oldham.sch.uk

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The Supervisor must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the Supervisor will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

The last pick-up and hand over times for after-school care is 5:30pm.

Non-Collection of a Child from After School Care

In the event that a child is not collected from the After-School Care by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the Wraparound Care immediately.

If the child has not been collected by the end of the registered session and contact with the named parent has not been established the staff must contact other authorised collectors from the registration form.

The staff must inform the Head Teacher or one of the other designated safeguarding leads. After all avenues of contact have been exhausted and the school has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by

either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

Late Collection from After School Care and Associated Fines

If your child is not collected at the end of their booked session, then you will be charged for an additional 30 minutes. If you are late picking up after 5:30pm you will incur a £5:00 charge for each 15 mins you are overdue. Repeated late collections will result in your child's place being withdrawn

Contacting the Wraparound Care

By Email:

If you wish to contact Wraparound Care, please email the school office on: info@roytonhall-pri.oldham.sch.uk Messages will be shared with the staff.

During normal school office hours (8.30- 3.30) you can contact the school office by phone on the normal number 0161 770 7640.

Between the hours of 7.30 am- 8.30 am and 3.30 pm - 5.30 pm the emergency contact number for Wraparound Care is insert number 07394 936913.

Food Provision

Both Before and After School care provide food for your child unless directed otherwise by the parent in writing.

Our Wraparound Care staff are aware of the School Food Standards and have received the required training in Food Hygiene. Both the Before and After School Care Team will provide food that meets the School Food Standards.

Allergies, Intolerances and other food requirements

We will **try** to accommodate children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand.

If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends. Wraparound Care is likely to provide options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Fresh apple/orange juice

The After-School team will provide a variety of food options which may include sandwiches, cheese and biscuits, breadsticks, fruit and/or vegetable sticks or other types of healthy snacks. Water will be available along with squash.

Sickness & Medication Policy

At least two members of staff in wraparound care have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the main school line on the first day of their child being absent with illness and give the reason in the usual way.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents are asked not to bring their child to Wraparound Care who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parents will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the wraparound care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Wraparound Care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website www.roytonhall-pri.oldham.sch.uk

Medication

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

Prescribed Medication

The Wraparound Care provision is unable to administer any medication during sessions (except for emergency i.e. inhalers and or epi-pens).

If your child needs medication taking during the school day then you will need to hand this to the Wraparound care team who will pass it to the school office at the start of the school day at 8.45 am.

Any medication administered by the school during the school day will be passed to the Wraparound Care supervisor to be handed back to the parent/carer. If the child is not in the After school wraparound then the parent can collect it from the school office at the end of the school day at 3.15 pm.

Current Individual Health Care Plan details e.g. for asthma, etc. will be shared by the school with the Wraparound Care supervisor with consent of the parent/carer.