

St. Michael Catholic Primary and Nursery School

Wraparound Care Policy



"I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

Contents

1. Introduction
 2. Aims
 3. Admissions
 4. Booking Procedures
 5. Charging Arrangements
 6. Behaviour Expectations
 7. Care, Learning and Play
 8. Safeguarding
 9. Complaints and Concerns
 10. Confidentiality
 11. Equal Opportunities
 12. Health and Safety
 13. Inclusion
 14. Involving and Consulting Children
 15. Partnership with Parents and Carers
 16. Risk Assessment
 17. Safe Arrival and Collection of Children
 18. Monitoring and Review
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1. Introduction

St Michael Catholic Primary and Nursery School provides wraparound childcare through a Breakfast Club and After School Club.

The provision operates on the school site during term time and is staffed by school employees.

The aim of wraparound care is to provide a safe, secure, nurturing and enjoyable environment where children can socialise, relax, play and participate in a range of activities before and after the school day.

The provision supports working families whilst contributing positively to children's wellbeing, development and sense of belonging.

Places are available to pupils attending St Michael Catholic Primary and Nursery School and St John's Infant School, subject to availability.

This policy should be read alongside all relevant school policies.

2. Aims

We aim to:

- Provide high-quality wraparound childcare.
 - Support working families.
 - Promote children's wellbeing and happiness.
 - Provide a safe, caring and stimulating environment.
 - Foster positive relationships and friendships.
 - Promote inclusion and equality of opportunity.
 - Encourage independence, confidence and responsibility.
 - Support children's social, emotional and personal development.
 - Offer enjoyable recreational activities.
 - Promote healthy lifestyles and physical activity.
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3. Admissions

- Children attending St Michael Catholic Primary and Nursery School and St John's Infant School are eligible to attend.
 - Parents and carers must complete all required registration documentation through the school's booking system.
 - Emergency contact information must be provided and updated whenever changes occur.
 - Allocation of places will operate on a first-come, first-served basis.
 - Admission may be restricted where staffing ratios or capacity limits have been reached.
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4. Booking Procedures

Places must be booked using the school's approved electronic booking system.

- Bookings should be made in advance.
- Emergency bookings may be accepted where capacity and staffing ratios allow.

- Bookings are subject to availability.
- A place cannot be guaranteed without confirmation from the booking system.

Parents and carers are encouraged to book in advance to avoid disappointment.

5. Charging Arrangements

The school will publish current charges for Breakfast Club and After School Club annually.

Parents and carers will be informed of:

- Session times.
- Current charges.
- Payment deadlines.
- Cancellation arrangements.
- Late collection charges.

All bookings must be paid for in advance unless alternative arrangements have been agreed by the school.

Failure to maintain payments may result in withdrawal of access to the provision.

6. Behaviour Expectations

Children attending wraparound care are expected to maintain the same high standards of behaviour expected during the school day.

We expect children to:

- Be respectful.
- Be kind.
- Be safe.
- Follow adult instructions.
- Respect resources and equipment.

- Include others in activities.
- Use positive language.

The school follows a restorative and supportive approach to behaviour.

Staff will:

- Encourage positive behaviour.
- Reinforce school values.
- Support children in resolving difficulties.
- Use consistent expectations and routines.
- Communicate concerns appropriately with parents and carers.

Where behaviour compromises the safety, wellbeing or enjoyment of others, the school reserves the right to suspend or withdraw access to the provision following discussion with parents or carers.

7. Care, Learning and Play

Wraparound care aims to create an environment which is:

- Safe.
- Welcoming.
- Happy.
- Stimulating.
- Inclusive.

Children will have access to a variety of activities including:

- Arts and crafts.
- Construction and creative play.
- Board games.
- Reading opportunities.

- Outdoor activities.
- Sports and physical activities.
- Quiet areas for relaxation.

Children's views will help shape future activities and provision.

8. Safeguarding

Safeguarding is the highest priority within the wraparound provision.

All staff working in Breakfast Club and After School Club follow:

- Child Protection and Safeguarding Policy.
- Staff Code of Conduct.
- Behaviour Policy.
- Online Safety Policy.

All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) and recorded appropriately on CPOMS.

Children's welfare remains paramount at all times.

9. Complaints and Concerns

Any complaints relating to Wraparound Care should be raised initially with the Wraparound Care Lead or Headteacher.

Where concerns remain unresolved, the school's Complaints Policy should be followed.

The school welcomes feedback and seeks to resolve concerns quickly and fairly.

10. Confidentiality

Wraparound Care staff may have access to information required to support children safely.

All staff will:

- Follow the school's Data Protection Policy.
- Respect confidentiality.
- Share information appropriately.
- Follow safeguarding procedures where concerns arise.

Safeguarding concerns will always take priority over confidentiality.

11. Equal Opportunities

St Michael Catholic Primary and Nursery School is committed to equality, diversity and inclusion.

All children attending Wraparound Care will be treated fairly and respectfully regardless of:

- Age.
- Disability.
- Race.
- Ethnicity.
- Religion or belief.
- Sex.
- Gender identity.
- Sexual orientation.
- Family circumstance.

The provision aims to create a welcoming environment for all children and families.

12. Health and Safety

The school is committed to maintaining a safe environment for all children and staff.

Wraparound Care follows the school's Health and Safety Policy.

This includes:

- Safe supervision.
 - First aid arrangements.
 - Risk assessments.
 - Fire procedures.
 - Safe management of equipment.
 - Appropriate staff training.
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First Aid

- Appropriate first aid provision will be available during all sessions.
 - There will always be a suitably trained first aider available.
 - First aid records will be maintained.
 - Parents will be informed where required.
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Medical Needs

Wraparound Care follows the school's Supporting Pupils with Medical Conditions Policy.

Staff will be informed of:

- Medical conditions.
- Allergies.
- Individual Healthcare Plans.
- Emergency medication requirements.

Emergency medication will be accessible where required.

Fire and Emergency Procedures

In the event of a fire or emergency:

- Staff will follow school emergency procedures.
 - Registers will be taken.
 - Children will be escorted to the designated assembly point.
 - Emergency services will be contacted where required.
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13. Inclusion

We believe every child should feel welcome, valued and able to participate fully in Wraparound Care.

Reasonable adjustments will be made to support pupils with:

- SEND.
- Medical conditions.
- Disabilities.
- Additional vulnerabilities.
- Communication needs.

Particular consideration will be given to pupils who may require additional support during less structured times.

14. Involving and Consulting Children

Children's views are important.

We encourage children to:

- Share ideas for activities.
- Evaluate activities.
- Suggest improvements.
- Participate in decision making where appropriate.

Children's feedback will be gathered regularly and used to inform future provision.

15. Partnership with Parents and Carers

We recognise that parents and carers are children's first educators and that strong partnerships support positive outcomes.

We aim to:

- Communicate openly.
- Share important information promptly.
- Encourage parental feedback.
- Provide support where appropriate.

Parents and carers are encouraged to discuss any concerns or suggestions with staff.

16. Risk Assessment

Risk assessment forms an essential part of the safe operation of Wraparound Care.

Risk assessments will be:

- Reviewed regularly.
- Updated when circumstances change.
- Used to identify and reduce risks.
- Shared with relevant staff where appropriate.

The safety of children will remain the central consideration.

17. Safe Arrival and Collection of Children

Arrival

Children attending Breakfast Club should be signed in according to school procedures.

Children attending After School Club will be collected from their classrooms or activities by authorised staff.

Registers will be checked carefully to ensure all children expected have arrived.

Collection

Children will only be released to:

- Parents or carers.
- Authorised adults named on registration records.
- Adults who can provide agreed passwords where appropriate.

Children will not be permitted to leave independently unless agreed in writing by parents and authorised by the school.

Late Collection

Parents should contact the club as soon as possible if delayed.

Late collection charges may apply in accordance with the school's charging arrangements.

Where a child is not collected and contact cannot be made with parents or emergency contacts, safeguarding procedures will be followed.

18. Monitoring and Review

The Headteacher and Wraparound Care Lead will monitor the effectiveness of the provision through:

- Attendance information.
- Parent feedback.
- Pupil voice.
- Behaviour records.
- Safeguarding records.
- Staff feedback.

- Health and safety monitoring.

This policy will be reviewed annually or sooner if legislation, guidance or school procedures require amendment.

Through high-quality wraparound provision, St Michael Catholic Primary and Nursery School seeks to provide children with a safe, nurturing and enjoyable environment that supports wellbeing, development and positive experiences beyond the school day.