



Wittersham Wraparound Care Policy 2025

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum and experiences that promote courage and a strong moral purpose underpinned by our Christian values, preparing them to become compassionate citizens within our rural community and the wider world.

Version	Date	By	Description
V01	September 2025	Mrs Coulson	New Policy

'On a voyage of discovery; learning and growing together in the light of God.'

Introduction

Wittersham Church of England Primary School is committed to supporting families by providing high-quality wraparound care before and after the school day. Our provision is based in the Oast classroom, offering a safe, nurturing, and stimulating environment where children can enjoy a range of activities and feel secure in the care of trained staff.

Our wraparound care aims to:

- Support working families by offering flexible childcare.
- Provide a welcoming and inclusive environment rooted in our school values of courage, cooperation, and compassion.
- Offer healthy meals and snacks to support children's well-being.
- Provide activities that promote social, emotional, and physical development.

Provision Offered

Breakfast Club

- Time: 8:00am – 8:30am
- Cost: £3.00 per session
- Food provided: A choice of cereals, toast, fruit, and yoghurt
- Children are supervised until the start of the school day

After-School Wraparound Care

- Session 1: 3:15pm – 4:15pm – £3.50
- Session 2: 4:15pm – 5:30pm – £4.00
- Full session: 3:15pm – 5:30pm – £7.50

A light tea is provided for children staying beyond 4:15pm (for example, sandwiches, wraps, fruit, yoghurt).

If a child attends an internal club and then joins wraparound care at 4:15pm, a top-up payment will be required to cover the remainder of the session.

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Booking Information

- All wraparound care and internal clubs must be booked via ScoPay
- SchoolCloud is no longer used for bookings
- Sufficient funds must be in your ScoPay account before bookings can be made

Deadlines

- Afternoon sessions: must be booked by 12:00pm on the day of the session. For Monday sessions, bookings must be completed by midday on the preceding Friday.
- Breakfast sessions: must be booked by midday on the working day before the session.
- Emergency bookings: if you require a place at short notice and cannot book online, please contact Mrs Crabtree in the school office

Early Collection

Please note that the full session fee applies regardless of the time your child is collected. If a child is collected before the end of the session, the full charge will still be incurred, as staffing, resources, and supervision costs remain the same throughout the session.

Refunds or partial charges cannot be given for early collection.

Cancellations

Bookings cancelled after the cut-off time will still be charged in full. This is because staffing and resources are arranged in advance based on the number of children booked in. We are therefore unable to offer refunds or credits for late cancellations or non-attendance.

Payment and Funding

- Payment must be made in advance via ScoPay
- We are registered for Tax-Free Childcare. Please speak to Mrs Crabtree for further information

Staffing and Safeguarding

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Compassion

Courage

Cooperation

- Wraparound care is run by school staff who are familiar to the children
- All staff hold paediatric first aid training
- A Designated Safeguarding Lead (DSL) is always on site during provision
- Staff-to-child ratios are in line with statutory requirements, ensuring children are well supervised at all times

First Aid

- All incidents are recorded using the **First Aid Forms app**. This app is intuitive and user-friendly, providing ultra-secure records of first aid treatment and care given.
- Parents and carers are informed of any accidents or illnesses in real time, or at the end of the school day if more appropriate.
- The system ensures accurate records are kept in line with whole-school practice and statutory requirements.

Behaviour Expectations

Behaviour during wraparound care is in line with the **whole-school Behaviour Policy** and reflects our Christian values of compassion, courage, and cooperation.

- Children are encouraged to take responsibility for their behaviour and to act in a sensible, trustworthy, and polite manner.
- Staff will use the **Wittersham Way** as a framework for expectations, promoting kindness, empathy, honesty, resilience, and teamwork.
- Positive behaviour will be recognised and celebrated in line with whole-school practices.
- Any incidents of poor behaviour will be addressed using the school's Ladder System and recorded where appropriate.
- The same high standards of behaviour expected during the school day apply in wraparound care.

Late Collection of Children

- Wraparound care finishes promptly at **5:30pm**.
- Parents/carers are expected to collect their children on time.
- If a parent/carer is late, staff will:
 - Attempt to contact the parent/carer by phone.

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- If contact cannot be made, emergency contacts will be called.
- Children will remain supervised until collected.
- Parents are expected to collect their children promptly at the end of the after school session. A 10-minute grace period will be applied. After this time, a late collection charge of **£5 per 15 minutes (or part thereof)** will be added to your account to cover the cost of additional staffing and supervision. Repeated late collections may result in the withdrawal of a child's place at the club.

Activities

Children will be offered a variety of activities to suit different interests, including:

- Arts and crafts
- Construction and small world play
- Board games and puzzles
- Outdoor play (weather permitting)

- Quiet reading and homework support
- Themed activities linked to seasons and school events

Activities are designed to encourage cooperation, creativity, and enjoyment in a safe and relaxed setting.

Health and Safety

- The Oast classroom is used for wraparound care to provide a consistent and safe base.
- Children must be signed in and out of each session by a parent/carer.
- In the event of an emergency, school procedures for safeguarding, medical care, and evacuation will be followed.

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