Wittersham Wraparound Care Policy 2026

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
V02	September 2026	Mrs Coulson	Updated policy with new pricing and late fees

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 Nest Classroom, offering a safe, nurturing and stimulating environment where children can enjoy a range of activities and feel secure in the care of trained school 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, Compassion and Cooperation.
- Offer appropriate food and snacks to support children's wellbeing.
- Provide activities that promote children's social, emotional and physical development.
- Provide a relaxed and enjoyable environment at the beginning and end of the school day.

Provision Offered

Breakfast Club

Time: 8.00am–8.30am
Cost: £3.50 per session
Children are offered a choice of breakfast items, which may include cereals, toast, fruit and yoghurt.
Children are supervised until the start of the school day.

After-School Wraparound Care

- Single Session: 3.15pm–4.15pm – £4.00
- Clubs Session: 4.15pm–5.30pm – £4.50
- Full Session: 3.15pm–5.30pm – £8.50, including a light meal

Children attending an after-school club may either be collected at the end of their club or, where a wraparound place has been booked in advance, continue into our wraparound care provision until 5.30pm.

A light meal is provided for children attending the full session. Food provided will vary and will take account of known dietary requirements and allergies.

Booking Information

All school-led clubs and wraparound care must be booked through ScoPay. Sufficient funds must be available in the relevant ScoPay account for bookings to be made.

Places are limited and are allocated on a first-come, first-served basis. Families are therefore

encouraged to make bookings as early as possible.

Booking Deadlines

Breakfast Club must be booked by 1.00pm on the previous school day.
After-School Wraparound Care must be booked by 1.00pm on the day of attendance.

We understand that emergencies can occasionally arise and will always do our best to support families where possible. However, the published booking arrangements remain applicable to late bookings.

Late Bookings

Any wraparound care booking made after the relevant deadline will incur a £3.00 late-booking fee per child, per session, in addition to the normal cost of the session.

This includes:

- Bookings requested by telephone after the deadline.
- Bookings requested by email after the deadline.
- Bookings requested through ClassDojo after the deadline.
- Children arriving at Breakfast Club or After-School Club without an existing booking.

The £3.00 late-booking fee will be added directly to the family's ScoPay account.

These deadlines are necessary so that the school can ensure appropriate staffing, maintain safe adult-to-child ratios and prepare sufficient food, resources and activities for the children attending.

Early Collection

The full session fee applies regardless of the time at which a child is collected.

If a child is collected before the end of their booked session, the full charge will still apply as staffing, resources and supervision are arranged according to the bookings received.

Refunds or partial charges cannot therefore be provided for early collection.

Cancellations

Bookings cancelled after the relevant booking cut-off time will still be charged in full.

Staffing and resources are arranged in advance based on the number of children booked to attend. 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.

Wittersham Church of England Primary School is registered to accept Tax-Free Childcare payments.
Parents and carers requiring further information about Tax-Free Childcare should contact the school office.

Staffing and Safeguarding

The safety and wellbeing of children attending wraparound care is our highest priority.

- Wraparound care is run by school staff who are familiar to the children.
- Staff receive appropriate safeguarding training.
- Staff have access to appropriate first-aid provision.
- Appropriate staffing arrangements are maintained to ensure children are well supervised.
- The school's Child Protection and Safeguarding Policy applies throughout wraparound provision.
- Any safeguarding concern arising during wraparound care will be responded to in accordance with the school's safeguarding procedures.
- Staff will share concerns with the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead as appropriate.

First Aid

Accidents, illnesses and first-aid treatment will be recorded in accordance with the school's established first-aid procedures.
Parents and carers will be informed of accidents or illness as appropriate.
Where urgent medical attention is required, the school's emergency procedures will be followed.
Relevant medical information will be available to staff supervising children during wraparound provision.
All incidents are recorded using the First Aid Forms app in line with whole-school practice.

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 use the Wittersham Way as the framework for expectations, promoting kindness, empathy, honesty, resilience and teamwork.
Positive behaviour is recognised and celebrated in line with whole-school practice.
Incidents of poor behaviour are addressed using the school's established behaviour procedures and recorded where appropriate.

The same high standards of behaviour expected during the school day apply during wraparound care.
Where a child's behaviour presents an ongoing concern or creates a risk to themselves or others, the school will work with parents and carers to consider appropriate support and next steps.

In exceptional circumstances, where it is not possible to provide wraparound care safely, the school reserves the right to review or withdraw a child's place.

Late Collection of Children

Parents and carers are expected to collect children promptly at the end of their booked session.

From September 2026, children collected more than five minutes after the end of their booked session will incur a late-collection charge of £4.50 per child. The charge will be added directly to the family's ScoPay account.

This applies to the end time of the session actually booked. Therefore, parents booking the 3.15pm–4.15pm session should ensure their child is collected promptly at 4.15pm.

If a parent or carer is late, staff will:

- Attempt to contact the parent/carer by telephone.
- Contact the child's emergency contacts if the parent/carer cannot be reached.
- Ensure the child remains appropriately supervised until they are collected.

Repeated late collection may result in the child's wraparound arrangements being reviewed.

Collection at the End of the School Day

The school day finishes at 3.15pm, and all children must be collected promptly by their parent, carer or authorised adult. The school gates close at 3.20pm.

Any child who has not been collected by 3.20pm, and who does not have an existing wraparound care booking, will automatically be transferred to our After-School Wraparound Care provision, where they will remain safely supervised until collected.

The following charges will apply:

- Single After-School Session (3.15pm–4.15pm): £4.00
- Late-Booking Fee: £3.00
- Total charge: £7.00 per child

This arrangement applies to all families without exception to ensure that our procedures are consistent, transparent and fair. Charges will be applied regardless of the reason for late

collection or how soon after 3.20pm the child is collected.

Whilst we appreciate that unforeseen circumstances and occasional delays can arise, the school is unable to provide additional childcare or supervision outside the normal school day without children being registered within our wraparound care provision.

Our wraparound care service is specifically designed to provide safe, appropriately staffed supervision beyond the school day. It is therefore essential that all children who remain on site after the collection deadline are transferred into this provision.

Parents and carers are expected to make appropriate arrangements to ensure their children are collected on time and should contact the school office as soon as possible if they anticipate a delay.

All charges will be added directly to the family's ScoPay account.

By applying this procedure consistently to every family, we ensure fairness, maintain safe safeguarding and supervision arrangements, and protect the time and responsibilities of our school staff.

Collection Arrangements

Children will only be released to a parent/carer or another adult who has been authorised to collect them.

Parents and carers must inform the school if collection arrangements change.

Where staff are unsure about the identity or authority of an adult attempting to collect a child, the child will remain with staff while appropriate checks are made.

Activities

Children will be offered a variety of activities appropriate to their interests and the time of day, which may include:

- Arts and crafts.
- Construction and small-world play.
- Board games and puzzles.
- Outdoor play, weather permitting.
- Quiet reading.
- Opportunities to complete home learning.
- Themed activities linked to seasons and school events.

Activities are designed to encourage cooperation, creativity and enjoyment within a safe and relaxed environment.

Children will also be given opportunities simply to relax and socialise following the school

day. Wraparound care is intended to provide a balance between organised activities and appropriate free choice.

Food, Allergies and Dietary Requirements

Breakfast, snacks and/or a light meal will be provided according to the session attended.

Parents and carers are responsible for ensuring that the school has up-to-date information about:

- Food allergies.
- Intolerances.
- Medical dietary requirements.
- Other relevant dietary information.

School procedures relating to allergies and medical needs will be followed during wraparound provision.

Health and Safety

The Nest Classroom provides the main base for wraparound care.

Children will be appropriately supervised throughout each session.
School procedures for safeguarding, medical care, fire safety and emergency evacuation apply during wraparound provision.
Appropriate risk assessments and school health and safety procedures will be followed.
Outdoor areas may be used where appropriate and children will remain appropriately supervised.
The school will maintain appropriate records of attendance.

Absence and Non-Attendance

If a child who has been booked into wraparound care is unexpectedly absent, staff will check the child's whereabouts as appropriate.

Parents and carers should notify the school if their child will not be attending a booked session.

Normal cancellation and charging arrangements will apply.

Communication with Parents and Carers

We value positive relationships with our families and encourage parents and carers to contact the school if they have any questions about wraparound provision.

General enquiries, changes to arrangements or information relevant to a child's care should be communicated to the school office.

Urgent changes to collection arrangements should always be communicated directly to the school rather than relying solely on a message sent through an online platform.

Complaints

Any concerns regarding wraparound care should, in the first instance, be raised with the school.

Where a concern cannot be resolved informally, parents and carers may use the school's Complaints Policy.

Monitoring and Review

This policy will be monitored by the Headteacher and reviewed at least annually, or sooner where there are changes to:

- Statutory requirements.
- School procedures.
- Charges or session times.
- Booking arrangements.
- Safeguarding or health and safety requirements.

The school reserves the right to amend the operation of its wraparound provision where necessary. Any significant changes affecting families will be communicated in advance wherever reasonably possible.