



## Wrap Around Care

**Approved by:  
Headteacher**

**Melissa Gibbons**

**Date: August 2025**

**Approved by: Chair of  
Governors**

**Georgina Griffiths &  
Jane Billington**

**Date: August 2025**

**Last reviewed on:**

**August 2025**

**Next review due by:**

**August 2026**

## **Our Core Aims**

- To provide an affordable childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.

## **Introduction**

Ash CE Primary School Wrap Around Care consists of a before school provision (Early Birds), a morning drop off service (Mini Birds) and an after school facility (Late Birds). These are all run by Ash CE Primary School and exists to provide high quality out- of-school hours childcare for our parents/carers. The children have the opportunity to extend their day within the school building, and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils.

The provision operates term time only (excluding INSET days) from

- 7.30am – start of school (Early Birds)
- 8.00/8.15am – start of school (Mini Birds)
- End of school – 5pm (Late Birds)

Current costs for each session can be obtained by contacting the school office.

A copy of this policy is available to all parents/carers of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending the facility and sign the parental agreement to adhere to the terms of this policy.

## **Admissions**

- Only children attending Ash CE Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use the Wrap Around Care, provided there are spaces and parents/carers have previously completed the registration process.
- All Wrap Around Care staff are made aware of the details of a new child.
- Attendance is recorded in a register.

### **Booking Places**

- Places are to be booked via Parent Pay, and all payments must be made prior to the session attended.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked on the actual day required by contacting the school office.

### **Pricing policy**

- All payments are to be made at the time of booking via Parent Pay, we cannot accept cash payments.
- Refunds will not be given for any session cancelled with less than 24 hour's notice.
- Refunds are only given in the case of illness.
- Families in receipt of Pupil Premium can book Early Bird sessions FOC.
- Children of staff members can book Early Bird and Late Bird sessions FOC.
- It may be necessary to change fees from time to time, however parents/carers will always be given notice of this.
- Fees are payable via Government backed incentive schemes, please contact the school office for further details.

### **Staffing**

- The staff running the provision will have relevant qualifications to provide care for pupils. They will also hold current first aid training and a food hygiene certificate.
- The club will be staffed a maximum ratio of 1 adult for every 10 children for pupils over 8 years old, and 1:6 for children from 4-7 years old.

### **Arrivals and Departures**

#### **Early Birds/Mini Birds**

- Parents/Carers are responsible for dropping off pupils for Early Birds and Mini Birds Club (we will not accept pupils without an adult). The adult will then be required to complete the signing in sheet.
- Parents/Carers are to enter via the school gate, ring the doorbell. This will alert the staff members to come and greet the child(ren).
- At the end of the session, pupils will be taken to their classroom at the relevant start time by a staff member.
- Any information/handover to the class teacher will take place at this time.

## **Late Birds**

- Staff Member will be provided with a register of children booked in to attend Late Birds each day.
- Parents/Carers must call the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from the Wrap Around Care as well.
- Children will remain with the class teacher/TA once their class has been dismissed. They will then be taken over to Late Birds to ensure they arrive safely.
- Any information/handover to the Wrap Around team will take place at this time.
- Parents are to collect their child(ren) from the Library main doors by ringing the doorbell. Their child will be brought to them, and the adult collecting will be asked to sign them out.
- Parents/Carers are responsible for collecting pupils from Late Birds. We will not release pupils without a named adult.
- The school office must be contacted if somebody other than the parent/carer, or person listed on the contact sheet, is coming to collect.

## **Provision**

- A range of activities are planned for the pupils to suit a range of interests and needs.
- At Early Birds breakfast is available until 8.15am. A range of cereals, toast, juices and fruit is accessible to all pupils.
- A snack and drink is offered to children who attend the Late Birds provision.

## **Behaviour**

Whilst attending any of the Wrap Around Care provisions, children are expected to follow the school behaviour policy. Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents, and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the school may decide to exclude the children from Wrap Around Care. The reasons and processes involved will be clearly explained to the child and Parent/Carer.

## **First Aid**

- All accidents will be recorded in the relevant accident book. The person collecting the child will be notified and a copy of the accident form provided to them. If an emergency medical situation arises the parent/carer will be phoned immediately.
- Parents/carers of any child who becomes unwell during the session will be contacted immediately.

### **Medical Conditions**

- It is the parent's/carers responsibility to inform the Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any medication needed should be provided to the main school office in line with the school policy.
- It is the parent's/carer's responsibility to ensure that all medication is still within date, and to inform the school of any changes to medication.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Wrap Around Care staff.

### **Complaints**

- The school complaints policy and procedures are available from the school office or can be found on our website.

### **Monitoring and Evaluation**

- This policy will be reviewed annually by the Headteacher and staff.