Micklem Primary School
Wraparound Care Policy

Responsible Committee	**Resources**
Date Ratified	**September 2025**
Date Reviewed	September 2026
Next review	September 2027
Signed on behalf of the Governing Body	K Shah
Print name	**K. Shah**

Micklem Primary School Wraparound care incorporating its charging policy

Wraparound care at Micklem Primary School consists of a Breakfast Club which runs from 7:30am until the start of the school day and an After School Club which runs from the end of the school day until 6:00pm. The school operates both provisions and as such both provisions fall under the policy umbrella of the school, including its safeguarding and its behaviour policies. The school's high standards and expectations apply equally to the Breakfast and After School Club.

The school offer

School offers a safe and nurturing environment for children to either start or complete their day in school. Currently most of the staff employed in both clubs work in the school in other roles during the day and all have basic first aid training. One member of staff for the After School Club is employed solely for this purpose.

Children in the Breakfast Club access a healthy breakfast consisting of cereal, fresh fruit, yoghurt or fromage frais and toast with a choice of toppings with water or milk to drink. This is eaten in the Dining Hall where a range of table top activities are provided for the children to partake in once they have finished eating. All children go straight to their classes from the provision: KS2 children independently and EYFS and KS1 children are escorted by staff.

Children in the After School Club are met by an adult in the School Hall at the end of the day. The club is held in the Dining Room, The Hall and outside. Fresh water is provided at all times. Children are given a light healthy snack such as beans on toast, pitta breads with fillings, pizza and the like. After School Club is a place for the children to relax after a busy day. They are encouraged to be independent in selecting activities and in their play. Where possible children will have access to the outdoors for a period of play.

Registration

All parents/carers are required to complete a separate registration form for each child who uses the wraparound provision. By completing and signing the registration form, parents/carers are agreeing to the terms as described in this policy.

Bookings

Bookings must be made in advance. This means that sufficient staff can be deployed and that sufficient food is available for the children. The latest time that a booking can be accepted is by 4pm on the day before attendance.

Emergency bookings

Emergency bookings are classed as bookings made on the day of attendance. These bookings will incur a higher fee than bookings made in advance and will only be accepted if there is a space.

Cancelled bookings

If a parent wishes to cancel a regular booking, 48 hours' notice must be given otherwise the parent will be charged.

Payment

Payment **must** be made in advance of your child accessing their session. Any exception to this must be requested in writing to the Headteacher. This will be agreed in exceptional circumstances e.g. whilst waiting for child care vouchers to be issued or in the case of returning to work from being unwaged.

Debt

Any parent owing a week's worth of fees will not be able to continue to use the wraparound care until the debt is cleared or an arrangement for repayment has been agreed with the Headteacher.

Late collection

The expectation is that each child will be collected on time. There are times when unforeseen events may delay a parent however these will be rare and exceptional. A late collection fee will be issued if a child is not collected on time without a rare and exceptional reason. The school will always use its late collection policy procedures if a child is not collected by the end of the staff's working time (unless there has been contact from the parent/ carer). This will be charged at the gate using a card machine.

Behaviour

It is expected that all children will follow adult instructions whilst attending the wraparound care. It is expected that children are kind and respectful to each other and the adults who are in charge. It is expected that no child will deliberately damage property whilst attending wraparound care. School reserves the right to withdraw the opportunity of attending its wraparound care should behaviour not consistently meet expectations.

Safeguarding

Any adult collecting a child who is unknown to the adults and is not on the 'collecting adults' list will be challenged. Parents will be telephoned to verify the identity of the person collecting. We will not be able to release a child until we have carried this out.

Breakfast Club		
Sessions	Session fee	Pupil Premium fee
7.30am – start of the school day	£4.50	£3.50

After School Club		
Sessions	Session fee	Emergency booking
3:15 – 5:30	£10.90	£12.50
3:15 – 6:00 (Mon-Thu)	£12.90	£14.50
Late collection	£15 for each 15 minutes that you are late	

Charges as of 01/09/2026