



Wrap around care Breakfast and Afterschool Club Policy

Date of policy: 24th August 2026
Next review date: 24th August 2027



Introduction

Meadowdale Primary School provides wraparound care to offer a safe, secure and welcoming environment before and after the school day. The provision aims to ensure children feel happy, supported and engaged through a balance of free play, structured activities and opportunities to socialise. The club also aims to provide an affordable and reliable service for families.

Aims of the Wraparound Care Provision

The club aims to provide a safe and supportive environment where children feel comfortable after the school day. It offers a balance of free and directed play, a wide range of stimulating activities, access to outdoor play and opportunities for children to socialise.

Opening Times

Wraparound Care operates during term time only for children in Reception to Year 6.

Breakfast Club runs from 7:30am to 8:45am.

After School Club runs from 3:15pm to 5:45pm and is split into two sessions:

3:15pm to 4:30pm and 4:30pm to 5:45pm.

All sessions are staffed by school employees with enhanced DBS checks and appropriate staffing ratios are maintained.

Daily Procedures

Breakfast Club:

Children are signed in by staff and may have breakfast including cereal, toast, fruit, milk or water. Activities include free play and organised games.

After School Club:

Children are escorted from their classrooms by a staff member. For the second session, parents may send their own food or purchase a light buffet tea for an additional £1.

A fridge is available for packed food.

Booking and Payment Arrangements

Wraparound care is an optional extra and must be booked and paid for in advance using Arbor. Bookings operate on a first come, first served basis. All bookings and cancellations must be made 48 hours before the session.

Children cannot attend without a confirmed and paid booking.

Where children are not booked in for wrap around care and not collected at 15:15 we will follow our usual procedure.

In emergency situations please contact the school office and we will advise you of your best course of action, admin fees maybe applied for late bookings.

Charges may be reviewed periodically.

Fees

Breakfast Club (7:30am to 8:45am): £7.50



After School Club Session One (3:15pm to 4:30pm): £7.00

After School Club Session Two (4:30pm to 5:45pm): £7.00

After School Club Session Two with food: £8.00

Payment is required at the point of booking. The school does not accept cash or cheques. Childcare vouchers and Tax-Free Childcare payments are accepted but may take several days to reach the school.

Cancellations and Refunds

Parents must cancel sessions before 3pm on the day of the booking to receive a refund to their Arbor account. Cancellations after 3pm are not eligible for a refund. In the event of school closure due to weather or other circumstances beyond the school's control, refunds or replacement sessions may be offered. No refunds are issued for sessions not attended due to illness unless cancelled before the cut-off time.

Collection Procedures

Parents or carers must collect children from the Wraparound Care facility or nominate an adult aged 18 or over.

Children not collected by 4:45pm will be moved to the second session and charged accordingly.

Collection after 5:45pm incurs an additional £7.00 late fee. If a child remains uncollected by 6:15pm and no contact has been made, staff will attempt to contact all emergency contacts. If unsuccessful, the police will be contacted for safeguarding purposes.

Activities and Environment

The club provides a variety of structured and free-choice activities, including outdoor play when appropriate. Registers are taken at each session and stored securely.

Behaviour Expectations

The club follows the school's Behaviour Policy.

Wrap around care staff will have the same expectations of behaviour and children and staff will follow our three school rules, Ready Respectful and Safe.

Incidents of inappropriate behaviour will be reported to parents and, if necessary, the Headteacher.

Health, Safety and Medical

Wraparound Care follows all school Health and Safety, Safeguarding, First Aid and Medical policies. A trained First Aider is always present. Staff hold up-to-date information on allergies and emergency contacts. Parents must inform the school of any changes to medical or contact details. General medication cannot be stored or administered. Prescribed medication such as inhalers, EpiPens and antibiotics will be administered following school procedures.

Given the layout of our site, children who require inhalers and other allergy medication we ask you send a spare or additional medication in with your child to be kept by the wrap around care team in addition to the classrooms.



SEND and Inclusion

The club will consider reasonable adjustments for children with SEND on a case-by-case basis. Parents should contact the Headteacher to discuss needs before booking.

Communication

Phone: 01858 465479 (school office hours 8:30am to 3:30pm) Email: wac@mdw.learnat.uk (monitored during club hours)

Concerns and Complaints

Concerns should first be raised with Wraparound Care staff. If unresolved, parents may contact the Headteacher or a member of the governing body.

Data Protection and Confidentiality

The club follows the school's Data Protection Policy and GDPR requirements. Safeguarding concerns override confidentiality where necessary.

Related Policies

Medicines Policy,
Child Protection Policy,
Health and Safety Policy,
Complaints Procedure,
Positive Behaviour Policy,
Safeguarding Policy,
Anti-Bullying Policy,
First Aid Policy,
Fire Drill Procedures,
Charging and Remissions Policy.