

Highwood Primary School



Promoting Resilience - Achieving Potential

Wraparound Care Policy

Approved by: SLT

Prepared: September 2025

Amended price: January 2026

Next review due by: September 2026

Highwood Primary School's wraparound care (Breakfast and Tea Time Club) is open to all children who attend the school from Reception to Year 6, **subject to availability** and takes place in our dining room and main hall. Weather permitting, the children also have access to our outside space.

1. Aims

- To provide wraparound care for children who attend the school, thereby serving the needs of parents and carers in our school community.
- To provide a safe and nurturing environment to allow our children to feel safe and valued.
- To provide a range of activities that stimulate our children and support the development of the whole child.

2. Organisation

2.1 Breakfast Club

- Breakfast Club is open from 8:00am to 8:45am, Monday to Friday.
- This is available for pupils attending Reception to Year 6.
- Parents and carers must bring their children to the main school reception, where there is a doorbell to alert Breakfast Club staff of their arrival. **Children must not be left unaccompanied.**
- Children will be offered breakfast from a selection including cereal, toast, yoghurt, fruit, accompanied by either water, milk or juice. Any children with special dietary requirements can be catered for.
- Available activities include board games, reading and drawing.
- Children in Early Years and Key Stage 1 are escorted to their classrooms by a member of staff at 08:50, in time for registration.

2.2 Teatime Club

- Teatime Club is open from 3:15pm – 6:00pm, Monday to Friday.
- This is available for pupils attending Reception to Year 6.
- At the end of the school day, Early Years and Key Stage 1 children are brought to Tea Time Club by a member of staff. Key Stage 2 children make their own way to the dining room on dismissal by their class teacher.
- Parents and carers must pick their children up from the main school reception, where there is a doorbell to alert Tea Time Club staff of their arrival.
- Children will be offered a variety of snacks such as a sandwich or wrap with ham, chicken or cheese fillings, crumpets/bagels, carrot sticks, cucumber batons, fruit, accompanied by either water or squash. Any children with special dietary requests can be catered for.
- Typical activities include sports, games, Lego, drawing, reading and arts/crafts.

3. Behaviour and meeting needs

Attendance at either Breakfast or Tea Time Club represents an extension to the school day and as such, all children are expected to adhere to the school's Behaviour Policy and Behaviour Curriculum.

The school reserves the right to withdraw a child's place within wraparound care if a child's behaviour is consistently unacceptable, despite support and strategies in place.

The school does not guarantee that it can offer a space to a child if their needs are identified as extreme or complex and cannot be met within the resources and staffing of the club.

In such cases, parents/carers will be informed, and where possible, reasonable notice will be given before the place is withdrawn.

4. First Aid

Wraparound Care staff have access to first aid and staff who are trained in paediatric first aid. All accidents will be reported in their accident book and reported to parents or carers on collection. In the event of an emergency or a child being taken ill, normal school policy and procedure will be followed and parents/carers will be contacted as soon as possible.

Intimate Care

Wraparound Care staff are not able to provide intimate care (e.g. toileting, changing pads, or medical/personal care). If a child requires this level of support, parents/carers will be contacted to attend to their child's needs.

Where a child may require regular intimate care, parents/carers will be requested to make alternative arrangements, as this level of provision is not available within the clubs.

5. Safeguarding

All Highwood staff are trained in Child Protection procedures and follow the reporting and recording procedures set out in Highwood Primary School's Child Protection Policy.

6. Booking

Booking request forms can be collected from the school office. Ad hoc bookings (subject to availability) can be requested by emailing admin@highwood.herts.sch.uk and confirmation will be sent within 48 hours. Short notice bookings should be requested by contacting the school office team by phone on 01923 256210.

7. Fees and Payment

From January 2026, the session price for each club will be as follows:

- Breakfast Club **£6.00** and Tea Time Club **£16.00**
- Charges for children eligible for Free School Meals are reduced by 25% (i.e. £4.50 for Breakfast Club and £12.00 for Tea Time Club).
- Payment must be made on the Arbor Parent Portal in advance of any session attended. The school cannot accept cash payment.
- All outstanding balances must be cleared at least one full week before the end of term.
- If payment is not received, your child's place is not guaranteed.

Refunds

- If a child is absent due to illness, or sent home due to illness during the day, the session cost will be cancelled.
- **A week's notice is required to cancel a session with a full refund.** The session cost is charged whether or not the child attends, except in cases of illness.

8. Late collection from Tea Time Club

Collection after 6pm will incur a charge of £10.00. Late collection fees must be paid immediately. Failure to do so will mean your child may be refused a place in the future.

9. Cancellation of service

The clubs will only be cancelled because of school closure or extenuating circumstances. This could be because of adverse weather conditions, premises related issues or if directed to by the Local Authority. In the event of a closure, all parents will be notified as soon as possible.

10. Equal Opportunities

- At Highwood Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion, culture, special educational needs or socio-economic background.
- Highwood Primary School is committed to meeting both the general and statutory duties set out in the Equality Act 2010.

11. Concerns

All concerns raised will follow the school's relevant policy.