



*Be kind, work hard and never give up.*

## **Pentland Primary School**

### **Wrap Around Care Policy**

Policy Reviewed:	Autumn Term 2025
Date of Next Review	Autumn Term 2027
Responsible Officer	Headteacher

## **Aims and Objectives**

- To offer a safe, secure and friendly environment in which children, from EYFS to Year 6, can enjoy after school provision under the supervision of qualified staff.
- To enhance the community spirit embraced by Pentland Primary School and contribute towards extended school provision.

## **Breakfast Club Opening Times**

The Breakfast club for will be open term time only, Monday to Friday, 7.45am until 8.45am. Breakfast will be served between 8.00am and 8.30am.

We will provide children breakfast comprising of toast and cereal. Once the children have eaten, activities will be offered. All children will be taken to their classrooms at the end of the session, ready for the start of the school day.

## **After School Club Opening Times**

The After School club will be open term time only, Monday to Friday, 3.25pm until 5.30pm.

## **Members of Staff**

School staff will work in the breakfast club to support the children.

## **Safeguarding**

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the Safeguarding Policy.

The ratio of staff to children is in line with Government recommendations.

## **Breakfast club Fees and Payment**

The cost of the breakfast clubs are £4.50 per session. No commitment is required, however payment, on Parent Pay, is to be paid the Thursday before the club. This is to ensure that staff ratios are compliant. Non-payment of fees will result in a child not being able to attend.

## **After school club Fees and Payment**

The cost of After School Club is £5.50 up until 5.30pm. No commitment is required. However, payment (on Parentpay) is to be paid in advance. If payment isn't received at the same time as booking, your child's place will not be guaranteed. Administration team monitor this.

## **Register**

A list of all members of the Breakfast Club and After School Club will be kept and maintained, and a register of attendance will be taken on a daily basis.

## **First Aid**

The club has access to first aid and the member of staff will hold a current First Aid Certificate. All accidents will be recorded in the Medical Tracker and this will be reported to the parents/carers via an e-mail. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

## **Breakfast Club Structure**

Typical activities will include:

- Art and craft activities
- Sports activities and team games
- Lego and construction
- Board games

- Technology Time
- Small world

We ask that no items are brought in from home.

### **After School Club Structure**

A healthy snack will be provided for each child. The children will then have the opportunity to complete any homework before structured activities will commence.

Typical activities will include:

- Outside time
- Art and craft activities.
- Sports activities and team games.
- Lego and construction.
- Board games.
- Technology Time
- Small World

We ask that no items are brought in from home as the afterschool club will not be responsible for any loss or damage.

### **Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The club reserve the right to withdraw the service if a child's behaviour is unacceptable.

### **Policies and Procedures**

School policies relevant to the club include Equal Opportunities, Health and Safety, Whole School Food, Behaviour, Safeguarding and Administration of Medicine. The schools mobile phone protocol is also applicable.

### **Parental/Pupil Feedback**

The school value parental/carer and pupil opinions and will welcome feedback on how the club is ran.

The school's Complaints policy is published on the school website. However, in line with school policy, please inform Mrs Dawson, the Headteacher, of any concerns in the first instance.

### **Guidelines for Parents/Carers**

When you book onto Breakfast club or After school club, parents will pay for this on Parent Pay. If there are any unpaid fees, we ask parents to pay fees promptly. Failure to pay could result in your child not being able to attend. If you have a problem paying the fees or your circumstances change, please talk contact Mrs Gandy, Office Manager. All matters will be dealt with as quickly as possible and with discretion.

In the unlikely event of us having difficulty with your child's behaviour, we will contact you. If you child does not follow the rules of the club, then after consultation with you, and due warning, your child will not be able to attend.

Please ensure that you collect your child promptly. If you fail to collect your child staff will follow safeguarding procedures.

If you would like your child to attend the Breakfast Club or Afterschool Club please book on via Parent Pay.