



# Madresfield C.E. Primary School



# Wrap Around Care Policy

Headteacher Approval: January 2026

Date of last review: March 2024

Date of next review: January 2028

Policy Owner: Headteacher

# Our Vision

## Ignite Illuminate Inspire

At Madresfield we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential. Inspired by *Psalm 119:105 "God's word is a lamp to guide our feet and a light for our path"*.

As a school we aim to:

**Ignite:** to cultivate a love for learning and awe and respect for God's world.

**Illuminate:** to trust in God to guide us and develop our wisdom and compassion as we journey through school.

**Inspire:** to help our children to shine as we celebrate their successes and help them to develop into beacons of hope for others within our school and wider communities.

In order for children to achieve their potential we have in place and follow the following school rules:

**Be kind-** being kind to others.

**Be ready-** being ready to learn.

**Be respectful-** being respectful to all.

**Be safe-** being safe around school.

### Equality and Diversity Statement

At Madresfield CE Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

*This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.*

## **Objectives of the Wrap Around Care Policy**

To provide a welcoming, safe, secure environment for pupils at either end of the school day.

To enable pupils to either eat breakfast before the start of the school day or have a meal at the end of the day in a pleasant, relaxed environment.

To employ caring supervisory staff.

To provide a calm play environment for those pupils.

## **The Nest Breakfast Club**

The Nest Breakfast Club is open to all pupils attending Madresfield C.E. Primary School and is available daily for all children. It is run in the school hall by school staff and children can be dropped off from 8am. If children require breakfast, they should arrive no later than 8.20am.

Parents/Carers can book onto sessions by individual days, months or by full term. All bookings should be made 24 hours in advance to ensure staffing ratios can be planned and managed.

Children are taken to class in time for morning registration. All bookings for the breakfast club are made through the Arbor Parent Portal and parents are then retrospectively charged for what their child attends.

## **Afterschool Club – Empower Active**

The Afterschool Club is available daily for all pupils attending Madresfield C.E. Primary School and is run by Empower Active from 3.15pm to 6pm.

All bookings for the Afterschool club are made through the Empower Active website at [Empower Active - Empower Active](#) and parents will be invoiced for sessions attended.

Children will continue to stay within the school building once their class have been dismissed and the Afterschool Club Leader will collect them from each classroom.

Parents are to collect pupils via the Cottage door.

## **Contact Details and Medical Records**

The child's details, medical conditions, the parents' contact details, and additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes and that all relevant information is provided to Empower Active for those pupils attending Afterschool Club.

## **Use of Registers**

Children are registered as they enter the breakfast and afterschool clubs. In case of an emergency where children have to be evacuated from the building, the register will be taken and the children checked against the register to ensure they are present.

## **Staffing and supervision**

The children are adequately supervised at all times and the DSL or DDSL will be available to contact at all times. All members of staff (school and Empower Active) are DBS checked and adhere to school policies. One member of staff on duty holds a current first aid certificate. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

## **Food and Activities**

In the Nest children are offered a variety of breakfast options such as toast, cereals, yoghurts, crumpets and fruit juice (*milk and water are also always available*). Following breakfast, a number of activities will be on offer for the children to participate in, they are encouraged to play collaboratively with a selection of games or do drawing.

In Afterschool Club Empower Active provide children with structure and variety, each evening is planned with a clear timetable of activities and a light tea.

## **Pricing Policy**

The Nest Breakfast Club fees cover the cost of staffing, equipment, food and day to day running costs.

It may be necessary to change fees from time to time, however parents/carers will always be given at least one month's notice of this.

Fees must be paid via our online Arbor Parent Portal. Payment may also be made with tax free childcare vouchers. Parents/Carers should notify the School Office where payment is due to be made by vouchers.

Breakfast Club runs from 8am every day and costs £3.50 per session.

All accounts for Breakfast Club must be paid in full by the end of each Academic Year. A £10 late fees administration charge will be applied if there are any fees owing at the start of an Academic Year and children will not be able to attend further club sessions until the late fees are paid in full.

Empower Active have their own pricing policy, parents should refer to their website booking system for further information.

### **Fire Procedure**

Fire Safety and Evacuations are in line with School Policy and are reviewed regularly.

### **First Aid**

The Administration of First Aid is in line with the Madresfield C. E. Primary School First Aid Policy.

### **Behaviour Policy**

The Madresfield C. E. Primary School Behaviour Policy applies to after school and breakfast clubs.

### **Child Protection Statement:**

At Madresfield C.E. Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.

### **Policies**

All Wrap Around Care at Madresfield C. E. Primary School operates under the Safeguarding Policy, Child on Child Abuse Policy and Anti-Bullying Policy alongside other School and DoWMAT Policies.

**Appendix 1**



**Wrap Around Care Parental Agreement**

I ..... Parent/Carer of.....have read and accept a copy of the Madesfield CE Primary School Wrap Around Care Policy and agree to abide by the terms therein.

I accept that all sessions need to be booked via the Arbor Parent Portal and all fees will be paid in full by the end of the Academic Year.

I accept that should my child’s behaviour be unacceptable during the sessions, there is a possibility he/she may be excluded from the sessions as per the School Behaviour Policy.

Signed: .....

*Person with parental Responsibility*

Print name: ..... Date:

.....

Signed:..... *on behalf of Madesfield CE Primary School*

Print name: .....

Date: .....