



Hummersea Primary School

# Wraparound Care Policy

September 2025

## Aims

To provide a secure, welcoming, before school and after school facility for children to eat a healthy breakfast, improve their social skills and have a positive impact on learning with a healthy start to the day.

## Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning and at the end of the school day.
- To enable pupils to eat breakfast before the start of the school day and healthy snacks after school in a pleasant, relaxed environment.
- To provide an affordable service for parents.
- To provide a calm environment for those pupils by the planning and delivery of a range of different age-appropriate learning opportunities;

## Staffing Procedures and Roles

The children are appropriately supervised at all times. We employ three members of school staff to run breakfast club and can therefore offer 40 places per session. All members of staff are appropriately DBS checked and we ensure that Food Hygiene and First Aid requirements are met.

## Booking Arrangements

Places at the breakfast club and after school club must be booked using the school's Parent Pay App.

We recommend that all breakfasts club and after school club places for children are booked in advance to avoid disappointment. We may not be able to support any last minute arrangements if we have no spaces available. A child does not need to attend every day.

## Pricing

The cost for breakfast club bookings is £3.00 per day for the session 7:30 – 8:45am, which includes the cost of breakfast.

7:30am – 8:45am

After school provision is as follows:

3:15pm – 4:15pm £3.00

3:15pm – 5:15pm £6.00

3:15pm – 6:00pm £9.00

This will also include a healthy snack.

Charges are subject to review and may be adjusted from time to time to reflect costs. We will give a minimum of six weeks' notice before changing prices.

## Register, Drop Off and Collection

Parents are responsible for ensuring that children are handed over to the Breakfast Club Staff as they enter the hall entrance door before leaving them.

Parents will ring the bell to get the staffs attention and to gain access to breakfast club. In the case of a parent booking a place at breakfast club for a Y6 child who will walk and arrive on their own, parents must be aware that it is their responsibility that the child attends.

Breakfast Club staff will also have a register to complete and at the end of breakfast club the supervisor will tally the lists of names and pass to the school office. 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.

Children being collected from the after school provision, may only be collected by a person over the age of 16 years of age in line with our general home time collection procedures. Any changes to who normally collects your child should be communicated with school beforehand.

If your child is unwell and will not be attending school, please follow our attendance procedures by notifying the school office before the start of the school day.

## Organisation

The breakfast club and after school provision is open to all children from Reception to Year 6 and will be held in the school hall/kitchen area. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained.

Breakfast Club will be open from 7:30am until 8:45am, but children should arrive no later than 8:30am if they require breakfast, to enable staff to clear up food and clean before the start of the school day.

Breakfast club and after school provision will only run during the children's term time (not during school holidays and staff training days). All details such as contact numbers and medical details are to be held in the school office and are accessible during the sessions. It is the responsibility of the parents to ensure that the Office is informed of any changes to contact details or medical/allergy needs.

Collection for after school will take place at the hall door. Staff attention will be gained by ringing the bell.

## Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the KS2 playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the school's emergency fire and evacuation policy.

## Food

All the food supplied will comply with the government's School Food Standards. There will be a choice of cereals, toast and toppings. Drinks will be either milk or water. After school snacks will consist of items such as sandwiches, fruit and juice. On occasion, themed

snacks may be provided at different times of the year which would offer a variety of foods, for example pancakes on Shrove Tuesday.

Allergen information is available for parents. Any food allergies or intolerances are to be reported to the main office with relevant supporting paperwork. Breakfast and after school club staff will then be made aware of this.

### Behaviour and Expectations

Behaviour at breakfast and after school club is expected to be in line with our school Behaviour policy.

Hummersea Primary School is a place where children, teachers and the community work together in an atmosphere of mutual respect.

Children who attend breakfast and/or after school club will be expected to be honest, respectful and considerate. Failure to meet behavioural expectations, in line with the school policy, can result in a break from breakfast or after school club or not being able to return. Please see our behavior policy for further information.

### Parent/Carer Roles and Communication

Verbal communication with parents/carers bringing children to breakfast club can be carried out to support with reporting any immediate messages about the child to the relevant member of teaching staff. All other concerns (e.g. Teaching and learning, SEND, Safeguarding issues) must be emailed to the main office email or discussed with a member of the senior leadership team.

Parents will make the office aware of any change to contact or medical information. Parents will follow the drop off and collection information stated above.

Payments for wraparound care need to be made regularly to avoid large amounts building up. Non-payment of wraparound care costs may mean that your child is unable to be booked onto sessions until the outstanding balance is paid. Please contact the school office to discuss any payment support/requirements as soon as possible.

### First Aid

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book and the relevant forms or phone calls to parents will be carried out. Breakfast and after school club will follow the school's first aid policy

### Medication

Inhalers should already be in school. If a child needs their inhaler then a member of staff in school will collect the inhaler from the clearly marked medication area in the child's classroom. Other medication will be administered according to the existing school policy on medication. Any food allergies or intolerances are to be reported to the main office with relevant supporting paperwork. Breakfast and after school club staff will then be made aware of this.

## Activities

A range of activities will be provided for children when they have eaten breakfast. These will be differentiated in accordance with the age and interest levels of the children and may include jigsaws, reading materials in the school library, colouring, board or mat games. Staff will also provide themed weeks where the children will be exploring fun activities. There will also be physical activities in the school hall (or playground/field in nice weather) linked to the promoting of children living a healthy lifestyle. Children will also have a calming space for eating breakfast and carrying out any learning tasks such as reading.

## Environment

Breakfast and after school club provision is run by the school. Therefore existing Health and Safety Policies will be followed. The hall areas will be checked regularly by staff to ensure the safety of the children.

## Risk Assessment

Appropriate risk assessments are carried out in accordance to normal school procedures.

## Further information and contacts

For any further information about breakfast and after school club provision, please contact the school office.