

WESTGARTH PRIMARY SCHOOL



WRAPAROUND CARE POLICY (Breakfast Wraparound Club) 2024-2026

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Agreed by: Governing Body/Local School Board February 2024 Review

due: January 2026

Westgarth's Wraparound Care is run by Westgarth Primary School and exists to provide high quality out of school hours' childcare for our parents/carers.

We aim to provide a welcoming, safe and affordable childcare facility for Westgarth pupils from Nursery to Year 6 before school hours.

Breakfast Wraparound Club operates from 7:30am to 8:45am in the morning, daily and term-time only.

Admissions

Parents/carers can book places via Arbor. Upon booking, parents/carers are agreeing to the terms and conditions in our Parental Agreement - this can be found on the school website, or can be read upon booking your child's place.

Only children attending Westgarth Primary School are eligible to attend the sessions.

Parents/carers requiring ad-hoc places are welcome to use Breakfast Wraparound Club, provided there are spaces, and parents/carers agree to the terms and conditions in the Parental Agreement.

All places are subject to availability. Children's attendance is recorded in a register stored electronically.

Booking Places

The booking window closes 48 hours prior to the start of the session.

Late bookings may be facilitated in exceptional circumstances - parents/carers must contact the school office to arrange. Places are limited.

Pricing

Breakfast Wraparound Club fees cover staffing, breakfast, equipment and day-to-day running costs.

It may be necessary to change fees from time to time: parents/carers will be given at least one month's notice.

All fees are to be paid in advance, via Arbor.

Staffing

Overall management and leadership of the club is the responsibility of the Head Teacher.

Members of staff on duty will be qualified in paediatric first aid and food hygiene.

The club will be staffed according to statutory staffing ratios to meet all requirements regarding care for children as set out in statutory guidelines.

A nominated member of the Senior Leadership Team will be available at all times and will oversee planning and supervision.

Insurance

The club is insured through Westgarth's Employers' Liability and Public Liability Insurance.

Arrival and Departure

Children will come into Breakfast Wraparound Club via the Main Reception door. Parents/carers should ring the appropriate bell to notify staff on arrival. Children must be handed over to a member of Breakfast Wraparound Club staff.

Children will be accompanied to their classrooms following the end of the Breakfast Wraparound Club session, by a staff member.

Policies

Westgarth Primary School's policies and procedures for Safeguarding, Health and Safety, Medication, Behaviour Management and Complaints apply to Westgarth's Wraparound Care. Inappropriate behaviour may lead to fixed term or permanent exclusion from the club. In keeping with the school's Child Protection Policy, information regarding children in Wraparound Care is confidential. If there are child protection concerns, the club staff have a legal duty to share information with the school's Designated Safeguarding Lead and, if appropriate, with agencies such as the Police, Social Care and healthcare professionals.

Aggressive or abusive behaviour towards staff will not be tolerated.