



The Catholic Schools of the Waveney Valley

Wrap Around Care Policy

2025-2026

Prepared by:	<i>Mrs Tina Reeve-Smith (School Business Manager at St. Edmund's) and Mr Patrick Kennedy (Executive Head teacher)</i>
Approved by:	Local Governing Body
Signature of Chair of Governors:	
Status & review cycle	Annual
Date approved:	<i>01/01/2026</i>
Review date:	<i>January 2027</i>

The Catholic Schools of the Waveney Valley Breakfast and After School Club exists to provide high quality out-of-hour's childcare to support parents and carers. The clubs provide a range of stimulating and creative activities in a safe environment.

Breakfast club operates from 7.45am – 8.45am and After School club from 3.15pm – 6.00pm during term time. Current cost for each session can be obtained from school office staff. An electronic copy of this policy is provided to all parents attending the club and is also available on Wisepay and the school website.

All parents/carers must complete a registration form for each child attending our Wraparound Care (WAC) and sign an agreement to adhere to the terms of this policy. This is completed when a child is first registered for WAC.

Admissions

- Only children attending St Edmund's/St Benet's are eligible to attend WAC
- All places are subject to availability and bookings on Wisepay
- Places are provided on a strict first-come-first-service basis
- Registration Form/Agreement must be completed in full providing contact names, telephone numbers, children's doctor, allergy information, and special requirements. The club must be notified immediately of any change of these details, including changes to contact numbers in case of emergencies. Your child will be unable to attend without a signed Registration/Agreement form
- Children's attendance is recorded on a register
- The school operates on a 1:6 staff ratio at St Edmund's/St Benet's
- Please be aware that due to the demand for spaces, you may be placed on a waiting list until a space becomes available .
- We may be unable to accept children that turn up on the day due to insufficient adult: pupil ratio's. Every endeavour will be made to accommodate parent requests.

Cancellations & Changes

- If your child will not be attending a session, please notify before 5pm the day before via email edmwac@cpswv.org.
- If you would like to change the day or number of days your child attends, you must contact the Finance Manager to see if they can accommodate this. 1 weeks' notice is requested before any change takes place. There is no guarantee that changes can be accommodated.
- We reserve the right to withdraw a place should payments not be made for sessions.
- Should booking be cancelled by the school refunds for the session will be given.

Children with Additional Needs

- We recognise that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Club and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.
- Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be some instances where we cannot. We will work in partnership with parents and liaise with the school to look at the child's individual needs.

Arrival and Departure

Breakfast club – Parents must bring their children to the front school office where they will be signed in by the WAC member of staff.

After School club – When a child is collected, the parent/carer or named collector-will enter via the hall door, inform the staff who they are there to collect and then sign them out on the signing out sheet.

Parent/carer must ensure that any person who may collect their child is listed on the registration form and that this information is kept up to date. If you have a problem picking up your child, you must contact the WAC Manager on 019860892502 to advise of the reason for the delay and make alternative arrangements for the collection of the children. If someone else is picking up your child, ensure the WAC Manager has details of the person and ensure the person is given the correct password for collection.

Daily routine

Breakfast Club

- Breakfast club opens at 7.45am. Parents drop children off at the front office where they sign in.
- Food (toast/cereals) is served from 7.45am until 8.30am
- At 8.45am pupils in Reception, Years 1 and 2 are taken to their classroom and pupils in Years 3-6 are sent to their classrooms

After School Club

- Opening time is at 3.15pm Collection from the school hall 5.45pm.
- Reception to Year 2 pupils are taken to WAC by the teacher or support staff at the end of the day and signed in by the WAC member of staff
- Pupils in Years 3-6 are sent by their class teacher and signed into WAC by the member of staff in charge.
- A snack and drink will be served from 3.30pm. Hot snack for children with us after 5.15pm.

Behaviour

The school's Behaviour Policy, available on our website, will be adhered to throughout the Breakfast and After School Club sessions. You can find the link to our policy here. <https://stedmundsrc.ovw9.devwebsite.co.uk>

If a child continues to display poor behaviour choices, the WAC member of staff may decide to suspend the child for a fixed period of time, with agreement from the Executive Headteacher. The reasons and processes involved will be clearly explained to the child and their parent/carer and you may receive a letter regarding this. On this occasion you will be charged for your child's place should you wish them to return following the suspension.

Attendance at WAC is consistently reviewed to ensure that it meets the needs of the children. If we believe that attendance at Breakfast Club or After School Club is having a negative impact on a child, we will discuss our concerns first with their parent/carer to fully understand what is causing this and to see if a workable solution can be found to help support them.

First Aid

- All incidents are dealt with by a qualified First Aider
- All accidents are recorded in the accident reporting book, and relayed to the parent/carer upon collection.
- Parents of a child who becomes unwell during WAC will be contacted immediately.
- Medication can be administered in line with the school's 'Administration of Medicine' policy. Parents will need to complete a 'Request and Consent form' which can be picked up from the school office or WAC provision.
- It is the parent's responsibility to ensure that all medication provided to WAC for administering does not exceed its expiry date and is clearly marked with your child's name.

Uncollected Children

If a child has not been collected by 6pm, parents will be contacted in the first instance by telephone. Then additional contacts that parents have provided will be telephoned. If these contacts are unavailable the school will follow its late procedures which may involve contacting the police and social services. Any collection after 6pm will incur a late collection charge of £5. An additional charge of £5 will be added for every 15 minutes thereafter.

Child Protection and Safeguarding Children

We take our responsibility for child protection and safeguarding seriously. All staff undertake child protection training and can recognise signs of abuse and concerns. The WAC provision follows the school Child Protection and Safeguarding policies and adheres to policy procedures for referring concerns to Designated Safeguarding Leads.

Data Protection

Personal information given to the WAC provision will be securely stored and disposed of in line with school data retention policies (see school website)

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about you and/or your child/ren. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. Please see the WAC Privacy Notice on the school website which explains how we collect, store and use personal data about children at WAC.

Emergency Closure

If the WAC provision has to close at short notice, due to very exceptional circumstances i.e. no heating, burst water pipes etc, a full refund will be given for the day(s) the club is closed. In the rare situation of an emergency closure, the Wrap Around Care staff will contact the parents, therefore please ensure that contact numbers are up to date on the registration forms.

Parents of children who are not collected on time will be subject to additional charges as stated above.

Staffing Details

- WAC Manager – Tina Reeve-Smith (finance.stedmunds@cpswv.org)
- WAC Assistant – Louise Lawson – HLTA

All other relevant school policies apply to the WAC provision at St. Edmund's unless explicitly stated in this policy.