



WRAP AROUND CARE POLICY

BREAKFAST & AFTER SCHOOL CLUB

REVIEWED AND UPDATED BY THE SCHOOL:

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WRAP AROUND CARE POLICY

This policy reflects the vision and aims of Hadfield Infant School.

RATIONALE

The breakfast and after school clubs are organised by Hadfield Infant School. It is an extended school provision designed to allow children to be in school from 7.30am onwards and after school until 6.00pm, to have the opportunity to have a breakfast for a healthy start to the day and a snack after school, and to join in activities on offer.

Children are encouraged to be independent at these times, to make decisions for themselves and to participate in informal activities with each other developing social and interactive skills.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and at the end of the school day.
- To enable pupils to eat breakfast before the start of the school day and snack at the end of the school day, in a pleasant, relaxed environment.
- To provide a calm play environment for those pupils.
- To provide an affordable wrap around service for parents.

ORGANISATION

The breakfast and after school clubs are open to all pupils attending Hadfield Infant School. Breakfast club is open from 7.15am. After school club runs from the end of the school day to 6.00pm.

The child's details, medical conditions, the parent's contact number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

The school will ensure that staffing arrangements and supervision ratios remain appropriate for the number and needs of pupils attending the breakfast provision. Additional staff may be deployed where attendance levels require this.

SAFEGUARDING

The school's safeguarding and child protection policy applies throughout breakfast and after-school provision. Any safeguarding concerns identified during wraparound care will be reported in accordance with the school's safeguarding procedures.

BREAKFAST PROVISION AND BOOKING ARRANGEMENTS

From September 2026, Hadfield Infant School will offer a free breakfast provision for all pupils from 8.25am until the start of the school day as part of the Government's national breakfast initiative.

Parents/carers are encouraged to book places in advance through ParentPay wherever possible as this helps the school to plan staffing, food ordering and ensure appropriate supervision arrangements. However, the school recognises that breakfast provision should remain accessible to all children and a failure to pre-book will not prevent a child from attending the free breakfast session.

Children attending the paid breakfast club session before 8.25am must continue to be booked via ParentPay and charges will apply in accordance with the pricing policy.

USE OF REGISTERS

The breakfast club register is taken throughout the morning as pupils arrive for the session and after school before the children move to the wraparound care suite. These records are held securely in school.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

STAFING AND SUPERVISION

The school will ensure that staffing arrangements and supervision ratios remain appropriate for the number and needs of pupils attending the breakfast provision. Additional staff may be deployed where attendance levels require this.

All members of staff have enhanced DBS checks, are paediatric first aid trained, have specific allergy awareness training and have certificates in food hygiene.

If more children require the provision, a member of the Leadership Team is available to organise additional adults in order to ensure ratios are maintained or cover themselves in the absence of another adult in school.

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. At this point if ratios have been met, the parent/guardian will be asked to stay with the child until ratios are adjusted.

Early morning breakfast provision is led by Denise McLoughlin/Yvonne Goodwin and afterschool provision is led by Hilary Sykes and Jenna Lyne.

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FOOD AND ACTIVITIES

Children will be offered a healthy breakfast and snack after school. A range of healthy foods will always be available and include but are not limited to the following – toast, cereal. Yoghurt, fruit, pancakes and much more.

Following breakfast and after school, a number of activities will be on offer for the children to participate in. These will include craft activities, games, toys and children's television. All resources necessary for the club will be purchased through the school budget designated for such purchases.

BEHAVIOUR POLICY

We will follow the schools Restorative Behaviour policy and the schools three rules of 'Be Safe, Be Respectful, Be safe'. Children are expected to show a good standard of courtesy and behaviour at all times.

If there are concerns with behaviour, then parents will be contacted. Ultimately exclusion from breakfast club/after school club will be the final sanction from such provision when all possible strategies have failed in line with the school's behaviour policy.

PRICING POLICY – Price increase to take effect from September 2025

The breakfast club daily fee is as follows:

- 7.30am – 8.25am: £3.50
- 8.25am – School start: Free

Whilst parents are encouraged to book the free breakfast session in advance, no child will be denied access to the provision because they have not pre-booked.

After school club fee will be split accordingly –

If your child stays between 3.30-5.00 then you will be charged a flat rate of £4.50. If your child stays beyond 5pm - 6pm then there will be a flat charge of £7.50 for the session.

This fee is to cover the cost of

- Staffing
- Food

- Equipment and
- Day to day running costs

I understand that pricing increases will have an impact on finances at home however we continue to keep our fees as low as we possibly can and we continue to be the lowest priced provision within the local area.

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.

COLLECTION PROCEDURES

Parents/carers must collect children promptly at the end of the booked session. Where a child has not been collected and parents/carers cannot be contacted, the school will follow its safeguarding procedures.

FIRE PROCEDURE

Children should exit using the closest fire escape and assemble on the playground. All registers should be taken, and the children checked.

FIRST AID

If first aid is administered, the treatment given is recorded in a medical file. A message via Class Dojo and/or telephone call will be made to inform parents of what treatment the child has received.

MEDICAL AND DIETRY REQUIREMENTS

The school will make reasonable adjustments to support pupils with medical conditions, allergies, special dietary requirements and SEND. Parents must ensure that the school is informed of any relevant changes.

RISK ASSESSMENT

A risk assessment has been carried out for the breakfast and after school club.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.