Brandling Primary School

Wraparound Childcare 2025/26

Rationale

Brandling Primary School wraparound care after-school provision aims to support our parents & carers to ensure that extended provision is offered to our families who need it. Our wraparound care will be run by Brandling Primary School staff who are committed to providing high quality experiences for every child. We provide a friendly, caring and safe environment in which our children are encouraged to develop social, personal and recreational skills under the supervision of our experienced staff.

Wraparound Care is situated in our main school building and the outdoor classroom. Snacks will be prepared in our school kitchen. Parents can access the provision via the entrance at the main school office. The dedicated wraparound provision telephone number is **07500 817070** (3.30pm to 6pm). Children attending wraparound care will take part in a varied programme of activities. Due to the ratios for younger children, we can only take a maximum of 4 children from our Nursery for any one session.

The number of children attending wraparound care and supervision levels at any session will be in accordance with Ofsted guidelines. The provision will comply with environmental health food safety standards. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to. The maximum number of spaces available is 20.

Procedures

Booking

• All bookings must be received a minimum of 24 hours in advance via Parentpay. This is so our staff can ensure our ratios are correct and that they can cater for the correct number of children.
• Ad hoc bookings will only be accepted if you have it pre-authorised by the school office. The cut-off for ad hoc bookings will be 12:30pm on the same day.
• Any amendments to bookings or cancellations must be received 24 hours in advance via the school office. If any sessions are not cancelled within this period, the charge will still be applied.
• Contact numbers and emergency contacts must be kept up to date with the school office.

Payments

Reception to Year 6 - Payments are taken at the point of booking
Nursery only – Once you have requested a place with office staff and the service is made available on Parentpay, payment must be made immediately
• The charges for parents wishing to use the wraparound care will be:

- ***3:25pm to 4:30pm £4.00***
- ***3:25pm to 5:30pm £8.00***
- ***3.25pm to 6pm £10.00***
- ***4:15pm to 5.30pm £5.50***
- ***4.15pm to 6pm £7.50***

If your child attends an extra-curricular club, such as arts & crafts, and you require wraparound care after this, there are additional sessions you can select from 4:15pm as seen above. **Please ensure you are booking the correct session time.**

• Payments should be made online via Parentpay.
All payments are to be made in advance at the time of booking. Ad hoc bookings will only be accepted if agreed in advance with the school office.

Care – drop off and collection

- At 2pm each day, a list of those who are booked onto after-school wraparound care will be circulated to Class Teachers and extra-curricular club staff.
- Children who are in an extra-curricular club until 4:15pm:- if they are booked onto the 4:15pm to 5:30pm session of wraparound care (as detailed above), they will be taken to wraparound care by a member of staff. Collection from after school wraparound care will only be allowed by those named in Arbor.
- All parents and carers collecting from after school wraparound care must collect their children via the main school entrance at the office.
- When collecting, please contact the staff on the above mobile number to let them know you are at the gate.

Late Collection from After School Care
After school wraparound care finishes at 6.00pm. The staff are not contracted to work after this time.

- Any child not collected by 6pm, will incur a late collection charge of £10 fine per child.
- If no contact has been made by 6.15pm, our safeguarding procedures will be followed.
- If there are subsequent late collections, alternative pickup or care arrangements must be made.
- School reserve the right to charge parents for the additional time if they collect more than 15 minutes later than their booked time (for example, if a child is booked in until 5.30pm but isn't collected until 5.50pm, then the additional time will be charged).

Sicknesses, Accidents, First Aid & Emergencies
If a child becomes ill during a wraparound care, every attempt will be made to contact one of the people listed in SIMS/Arbor, to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/ carer to advise or discuss with him/her the course of action to be taken. Accidents will be recorded in Notify and parents and carers will then receive an email with information on the accident. There will be a first-aid qualified member of staff on site at all times.

Code of Conduct
Every pupil should:
• Observe normal school rules.
• Co-operate fully with staff at all times.
• Be punctual at all times.
• Avoid behaviour which might inconvenience others.
• Be considerate to others at all times.
• Respect requests and requirements made by staff.
• Look after equipment and resources.
• Abide by the rules and regulations of Brandling Primary School wraparound care.

Wraparound Care Menus

Alternative menus can be in place for dietary requirements, including gluten free and diary free.

Example Snack Menu (allergens will be catered for)

Monday	Tuesday	Wednesday	Thursday	Friday
An example of snacks served will be: Crumpets & jam/soft cheese, toast, noodles, pizza, ham & cheese wraps				
Orange or blackcurrant sugar free diluted drink or water				

Policy created: January 2025
Policy updated: January 2026
Next Review Date: September 2026