



Hunningley Primary Academy

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Wrap-Around Care Policy 2025-26

This policy will be reviewed annually by the Principal.

Written by Sadie Howard May 2023

Review: September 2025



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Core Aims

- To provide an affordable childcare facility for parents and carers
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care after school hours

Introduction

Hunningley Primary Academy Wrap Around Care exists to provide high-quality out-of-school hours childcare, run by school staff for families who attend our schools. We aim to provide a range of stimulating and creative activities in a safe environment.

This parental agreement sets out important information for families regarding their child(ren) attending after school wrap around care.

Admissions

- Only children attending Hunningley Primary Academy are eligible to attend Wrap Around Care sessions at the school.
- Places are provided on a strict first-come-first-service basis, with priority given to working parents.
- Where required, a waiting list will be maintained
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- School staff will not be given priority over 'community children', however they can take a place if it is available and continue to hold that place regardless whether there is a waiting list is formed in the future.
- Children's attendance is recorded in a register.

Special Educational Needs

- We welcome participants with learning and physical needs, where possible if staff ratios allow.
- The club is fully equipped to manage a wide range of physical abilities.
- Every effort will be made to cater for those with special needs; where appropriate activities may be adapted.
- Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be some instances where the club cannot. We will work in partnership and liaise with the schools SENCO to look at the child's individual needs.



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Withdrawing an offer of a place

- We reserve the right to withdraw an offer of a place in the following circumstances:

Unacceptable behaviour resulting in distress or disruption to adults or children at the provision.

- Where such circumstances occur then our behaviour policy will be referred to.

Opening Times

- The provision is open from 3.15pm – 5pm during term time only.
- Wrap around will provide a range of new and exciting activities/experiences during the school academic year for the children attending.
- Wrap around care will be set out to provide the children with a variety of areas in which they can explore.
- Children will be collected from wrap around care by parents at the designated door and will be let in by staff running the session.
- Parents/Carers are required to collect their child from the allocated door of the club and sign the child out once the handover has been completed by the staff member.
- The provision provides a healthy balanced snack, drink and activities for children after school.

Snacks

- The provision offers a variety of sandwiches, fresh fruit and vegetables and water or squash.
- Any food allergies/dietary requirements etc must be informed at the time of booking.
- Children are not permitted to bring their own food to Wrap Around Care provision. However, we will endeavour to support children with any specific dietary requirement.

Bookings

- Bookings must be made on the Wrap Around Care booking form available from the school office.
- A registration form 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 should we need to contact you in an emergency. Children cannot be accepted in the club without a signed registration form and contract.
- Bookings must be made termly. Parents/Carers can ask for extra sessions if required and the provision will try to accommodate depending on staff to child ratios. Parents/Carers must call to check for spaces as we may be unable to accept children on the day.



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Absences

- If children are attending school but will not be attending Wrap Around Care, then it is the parents' responsibility to inform school or they will still be charged for that place.

Behaviour Policy

- We expect all children to have good conduct and standards of behaviour in wrap around care as they do in school. The school's behaviour policy applies to the wrap around clubs.

First Aid/Accidents

- It is important to realise that at times when children are playing "playground accidents" can happen. For this reason, we have staff that are qualified in administering first aid.
- Any minor accidents will be dealt with and recorded. The parent/carer will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and the parents will be informed immediately.

Illness

- If children are ill during a session, the parent will be contacted. If children suffer from an infection, or infectious illness the club will ask the parents to collect the child immediately, with the understanding that children will only be accepted back at the provision when they are fit. Please note that 48hrs is the requested time for sickness/stomach bug. This action is necessary for the protection of other children from infections and illness. The provision needs to be informed if children are not attending due to illness.

Child Protection/Safeguarding Children

- We take our responsibility for child protection seriously. All staff are aware of child protection issues and recognises signs of abuse, as well as procedures for referring them to our designated safeguarding leads who will make the necessary referrals to the local authority. We also have a child protection policy in operation.

Emergency Closure

- If the provision is closed 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. We are unable to give refunds if the club is open and the parents make the decision not to send their children. 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.
- In adverse weather conditions please check on the school's website for opening information



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Equal Opportunities

- The provision is committed to equality of opportunity for all.
- We are committed to provide the appropriate support where necessary to ensure integration.
- We recognise all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be dealt with sensitively.

Complaint Procedure

- If you have an issue or problem with any aspect of the club, in the first instance talk to the staff on duty who will do their best to resolve the issue to your satisfaction.
- If this course of action does not resolve the issue or you feel it is not an appropriate course of action, please contact either Mrs Howard or Mrs Horton-Hale.

Related Whole School Policies:

Behaviour Policy

Safeguarding Policy

Equal Opportunities Policy

Health and Safety Policy

Lone working Policy

Complaints Policy

Monitoring and Evaluation