

# WRAPAROUND CARE AND INFORMATION POLICY

## The Primary First Trust



The Federation of Barnehurst Schools

Approved by:	PFT Exec Team	Date:	March 2026
All policies are reviewed in line with statutory and legal guidance and the PFT Policy Review Schedule.			



We are committed to providing the highest standard of wraparound care and as such, have ensured that the following are in place.

## Premises

We have ensured that the location of the wraparound care has:

- Adequate facilities e.g. storage, kitchen, outdoor play area, parking for parents
- Sufficient space to comply with Ofsted requirements
- Sufficient toilet and hand-washing facilities
- Suitable access for people with disabilities
- An area where staff can talk confidentially to parents

## Staffing

- Staffing ratios will be dependent on the age and number of children at the sessions. All sessions will be staffed appropriately.
- Where children attend from early years (from birth to 31 August following their fifth birthday) we abide by the requirements of the Early Years Foundation Stage (EYFS) framework.
- All staff have undergone Disclosure and Barring Service (DBS) checks
- All staff have undergone the following training:
  - Paediatric first aid
  - Child protection/safeguarding
  - Food hygiene

## Parental Request for wrap around care provision

Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in Reception up to Year 6.

Where there is demand, the school may provide wraparound and holiday childcare services for children under the age of 5 years old, but it is not obliged to do so.

The charges for wraparound and holiday childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

The process for handling requests from parents is as follows:

- Parents are informed of their right to request wraparound and holiday childcare, the timetable for the process and the correct process they are expected to follow when making requests
- Parents are informed of the threshold for considering requests – this is **five** requests



- The demand for a childcare service is calculated
- Where the threshold is reached, the headteacher will discuss with the Trust and consult with the local governance partnership body to decide whether the school will provide the service
- Within eight weeks from the count of the number of requests, parents are informed of the school's decision, including the number of requests received and the reasons behind the decision

If the school is unable to provide the service, parents are signposted to the local Family Information Service for up-to-date information about alternative childcare services in the area.

## **Appendix 1: The Base:**

The Barnehurst Federation of Schools is committed to providing an organised, stimulating environment for children from Reception to Year 6 through our wrap around care provision “The Base”.

We continuously ensure that we offer a high-quality provision that incorporates our school ethos and values. “The Base” will offer home cooked healthy food options and a range of stimulating activities that work alongside our curriculum offer.

### **Safeguarding at The Base**

The Base follows the same rigorous safeguarding processes and procedures as set out in the Child Protection and Safeguarding Policy as in the rest of the school.

There is always a DSL or DDSL on duty, during the hours the Base is operating and staff at The Base are able to contact them in person, or at the very minimum by phone. SLT are also available to support with behaviour and parental concerns.

### **Registration of Children**

The Base must be in possession of a completed and up to date registration form for each child attending. A register will be completed for each session in accordance with the booking information held via ‘Arbor’. Sessions can be cancelled via the booking app with up to 24 hours' notice.

The registration form can be found on the school website and through the school office.

### **Arrival and Departure**

The Base will be held in The Base area with children also having supervised access to the school hall and outside area as needed. Please note that entry in and out of the school is via the main school entrance and staff have access to the video communication system, to allow the opening and closing of the school gate.



Breakfast Club - Children should not arrive unaccompanied. All children will be offered a healthy breakfast including cereal, toast, fruit and juice (additional items offered on selected days). They will then have a choice of activities to choose from. Children can arrive on site from 7.30 am where they will be supervised until they are escorted into class at 8.45am by a member of the breakfast club staff.

After School Club - Children will be escorted to the designated meeting point by a member of staff. All children will be offered a drink and a small snack when they arrive. Children will be given a light tea at approx 4.45pm. They will then have a choice of activities to choose from. Children must be collected by 6pm at the latest by someone who is on their pickup list. We will impose a late pick-up cost of £5 per 5 minutes if children have not been collected by 6pm. Your child will not be able to attend another session until the late collect fee has been paid.

### **Cost**

Breakfast Club is £6.45 per child (breakfast provided).

After school Club is £12.65 until 6.00pm (tea provided).

All fees must be in advance to secure a place via the “Arbor” App. If you require help setting up your account, please contact the school office. Please note that we cannot accept cash/cheques. We can accept childcare vouchers. If you will be paying using childcare vouchers, please share the details of the scheme on your registration form. Some voucher schemes require the school bank account details; you must inform us if this is the case so that we can ensure your payments are processed properly.

This policy should be read in conjunction with our Safeguarding Policy.

Please also see the registration form and terms and conditions.

### **Late Collection**

Please ensure you collect your child promptly by 6:00pm each day. If you collect your child/children after 6:00pm you will be charged a set late fee of £5 per 5 minutes. This is due to the costs of paying overtime for the site and care team. Your child will not be able to attend another session until the late collection fee has been paid.

### **Behaviour**

The Base uses the school behaviour policy to manage any behaviour-related incidents. This ensures a consistent, relational and restorative approach for children and helps maintain clear expectations in line with the school’s core principles of Be Ready, Be Respectful and Be Safe.

Low-level behaviour will be addressed using Step 1 and 2 (Reminder and Warning), giving children opportunities to reset with adult support. Where behaviour continues, Step 3 (Reflection)



will be used within the club, providing a short, times and restorative opportunity for the child to reflect and re-engage positively.

Behaviour that is persistent, unsafe, or more serious in nature – including deliberate physical behaviour or the use of discriminatory language – will be escalated in line with the school's Behaviour Step System. Such incidents will be logged on CPOMS, and reviewed by a member of the leadership team. Where appropriate, this may involve further reflection, regulation support, or a consequence that is proportionate, restorative and consistent with school policy.

### **First Aid**

There will always be a qualified first aider on site whilst the Base is in operation. First aid incidents will be recorded on EVOLVE. Parents will receive an email notification from EVOLVE following any first aid incidents. The Base staff will contact parents if the first aider feels further medical attention is needed or the child is too unwell to remain at the club.

### **Missing Child Procedure**

In the event that a child cannot be located, the Base Team will:

- Ensure the missing child is on the register for this session
- Close all external doors
- Alert the site team and Senior Leader on call straight away
- Follow direction from the Senior Leader

### **Emergency Evacuation**

In the event of an emergency evacuation, one member of staff will line children up, leaving all children's belongings behind. The children will be escorted to the assembly point in the Infant playground outside the kitchen. The children are then counted.

Staff member 2 will collect the register for the session and the Base mobile phone and check the toilets and then comes to the evacuation point. Headcount is completed to ensure all children are accounted for. The Base staff to notify the site team and Senior Leader on duty straight away if any children are not accounted for.



# BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

## REGISTRATION DETAILS

Child's Full Name:	Address:
Age: Date of Birth:	Home Telephone:
Class:	Religion:

**Child details (Please fill out one form per child)**

**Please provide details of parents/guardians:**

Name:	Name:
Address: (if different from above)	Address: (if different from above)
Home:	Home:
Mobile	Mobile
Work:	Work:
Relationship to child:	Relationship to child:

**Please provide details of two alternative contacts for your child/children in the event of us not being able to contact you in an emergency:**

Name:	Name:
Address: (if different from above)	Address: (if different from above)
Home:	Home:
Mobile	Mobile
Work:	Work:
Relationship to child:	Relationship to child:
Authorised to collect: Yes/No	Authorised to collect: Yes/No



# BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

## Collection Password:

If child is being collected by anyone not listed above:
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## Medical and Dietary Requirements

Please supply details of any medical conditions that your child may have including any medications taken:
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Please indicate if your child has any dietary requirements or allergies, or food that cannot be eaten due to religious observance:
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## FILM & SOCIAL MEDIA CONSENT

I give consent for my child to watch/play suitable U and PG DVDs, iPad and computer games whilst attending the after-school club.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent for my child's photograph to be published online (school website), and social media. (Facebook and Twitter)	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Which sessions would you normally book?

(For planning purposes – booking to be made through online booking system)

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
After-School					

## TAX FREE CHILDCARE DETAILS

Please provide details of childcare voucher scheme or your Tax-Free Childcare Reference number (if applicable):
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# BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

## MEDICAL CONSENT FORM

Please note – this form is used to ensure we have correct and up to date information. This form will be used for The Base purposes only.

Child's Name:	Class:
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### Medical Details:

Does your child have any condition requiring medical treatment or medication, such as asthma, allergic reaction etc? YES / NO

The Base staff can administer Asthma Pumps or Epipens. **If your child uses an asthma pump or EpiPen you must give The Base a separate supply. Children will not be permitted to take these from their classrooms.**

If yes, please give brief details:

Give details of any medication your child may need for relief:

Does your child have a Care Plan? YES/NO  
Is your child allergic to any medication? YES/NO

If yes, please specify:

When did your child last have a tetanus injection?



## BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

### Declaration:

In the event of an emergency, I agree that if my child needs to go to hospital in an ambulance and contact cannot be made with any of his/her named persons, a member of staff will accompany that child to hospital.

In the event of an emergency I agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Please sign below to indicate your consent.

Name of Child:	Date of birth:
Signed: (Parent/carer):	
Print Name:	Date:



# BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

## TERMS AND CONDITIONS OF REGISTRATION – SCHOOL COPY

### Charges

Charges will be reviewed annually.

Breakfast Club - £6.45 per session

After School Club (until 6pm) - £12.65

### Booking

In order for us to organise the appropriate staffing levels, parent/carers must book in advance. You can book your place using the Arbor app. At present we have the capacity for 30 children. Booking and payment must be made by 6pm the day before childcare is required.

### Payment

Payment can be made online in advance using Arbor. We also accept tax free childcare options. Please provide details of your childcare voucher scheme or your Tax-Free Childcare Reference number before your child starts. Parents will need to email a screenshot of evidence of the voucher payment to the school admin team in advance of making bookings so that credit can be added to their school money account. We are unable to allocate any places at the Base without evidence that a voucher has been sent to our account.

### Late Payment

All places must be booked and paid for on Arbor before your child is given a place. Arrears are not allowed.

### Casual Attendance

Casual attendees may be admitted on the day, providing there are sufficient vacancies and adequate staff cover. If there are spaces available, you will be able to book a last-minute space through the school office.

### Behaviour

The Barnehurst Federation of School's behaviour policy will apply to the breakfast and after school clubs.

### ARRIVAL AND DEPARTURE OF CHILDREN

#### Breakfast Club

Children can arrive from 7.30am onwards. A parent/carer must sign each child in each day. Children should not arrive unaccompanied. The full charge of the session will be applied regardless of the time of arrival. Children must arrive by 8:25am for breakfast club. Breakfast will not be served after this time.



## BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

### After School Club

The after-school club operates from the end of the school day until 6pm. Please collect your child promptly by 6pm. Children must be collected by someone aged 16 or over.

### Late Collection

Please ensure you collect your child promptly by 6:00pm each day. If you collect your child/children after 6:00pm you will be charged a set late fee of £5 per 5 minutes. This is due to the costs of paying overtime for the site and care team. Your child will not be able to attend another session until the late collection fee has been paid.

### Non-attendance

We are unable to refund any payments for non-attendance due to the costs. Please ensure you notify the clubs separately if your child is absent from school and will therefore not be attending the breakfast or after school provisions. In exceptional circumstances when the school is closed at short notice e.g., severe adverse weather conditions, fees will be waived. To maintain our adult to child ratio and our provisions for each child, we need at least 24 hours' notice of cancellation for a session.

### Contact Details

There must be at least two contact numbers and addresses for each child. Please note: The Registration Form must be completed prior to attendance.

**To be completed by the Parent/Carer (1 copy for your records, 1 copy will remain with your registration form)**

I the parent/carer, have read the contents of the Information Pack and the Terms and Conditions above for The Barnehurst Federation Breakfast and After School Club (The Base), and understand and agree to abide by them.

Child's Name:	Child's Class:
Signed:	Date:
Print Name:	Relationship to child:



# BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

## TERMS AND CONDITIONS OF REGISTRATION – PARENT COPY

### Charges

Charges will be reviewed annually.

Breakfast Club - £6.45 per session

After School Club (until 6pm) - £12.65

### Booking

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