



'cherish everyone, flourish together, serve others'

"And now these three remain: faith, hope and love.

But the greatest of these is love."

1 Corinthians 13:13

WRAPAROUND CARE POLICY

Policy Lead Committee: Local Academy Committee **In consultation with:** SFAT

Approved by: **Date:** 13th November 2025

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At Newnham St Peter's Church of England School, we are committed to providing a safe, inclusive, and nurturing environment for all members of our school community. Our school is dedicated to creating a positive and respectful school culture, allowing each individual to thrive academically, socially, emotionally and spiritually.

The Wraparound Care Policy is informed by Christian Values, which underpin every aspect of the community's life and work, including the curriculum. This is promoted through our school vision, *'cherish everyone, flourish together, serve others,'* and is rooted in the teaching of Jesus Christ:

"And now these three remain: faith, hope and love. But the greatest of these is love."

1 Corinthians 13:13

1. Rationale and Aims

Throughout this policy, the term "wraparound care" refers to both breakfast club and after-school club.

At Newnham St Peter's C of E Primary School, we are committed to supporting the holistic development of every child and the needs of our school community. Our wraparound care provision is designed to extend the nurturing, inclusive ethos of our school beyond the standard school day, offering high-quality care before and after school hours.

The provision of wraparound care plays a vital role in:

- Promoting pupil wellbeing by offering a consistent, supportive environment where children feel safe, valued, and engaged.
- Supporting working families by providing reliable, flexible childcare that enables parents and carers to manage work and family commitments with confidence.
- Enhancing learning and development through structured, stimulating activities that complement the school curriculum and promote social, emotional, and physical growth.

This policy aims to:

- Ensure the safety and wellbeing of all pupils attending wraparound care, through robust safeguarding procedures and a caring, child-centred approach.
- Provide a welcoming, inclusive environment that reflects the Christian values of our school and supports the diverse needs of our families.
- Offer enriching activities whilst upholding the school's values and behaviour expectations outside of its core hours.
- Maintain high standards of care and supervision, delivered by trained and dedicated staff who understand the needs of primary-aged children.
- Work in partnership with parents and carers to ensure wraparound care is responsive, accessible, and aligned with the wider aims of the school.



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2. Scope of the Policy

Wraparound care is offered and available to all children from Reception to Year 6. It is operated directly by the school and the staff that run the provision are employed directly by the school so are subject to the same safer recruitment checks that all other members of staff undertake.

3. Policy Context

This policy is informed by the *Department for Education's (DfE) Wraparound Childcare Guidance for Schools and Trusts in England (2023)*, which outlines the government's ambition for all parents of primary-aged children to be able to access term-time wraparound childcare between the hours of 8am and 6pm by September 2026. This initiative is part of a national strategy to support working families and improve access to high-quality, affordable childcare across England.

Newnham St Peter's C of E Primary School recognises the vital role that wraparound care plays in enabling parents and carers to balance work and family life, while also contributing to the wellbeing and development of pupils. Our provision aligns with the government's vision by offering dependable, enriching care before and after the school day.

In delivering wraparound care, the school is fully committed to meeting all statutory safeguarding requirements, including those set out in *Keeping Children Safe in Education (DfE, 2025)*, and adheres to all relevant health and safety legislation. This ensures that our provision is not only accessible and supportive but also safe, secure, and child-centred.

4. Days and Times of Operation

Wraparound care at Newnham St Peter's C of E Primary School is available during term time, Monday to Friday, and includes:

- Breakfast Club: 7.45am – 8.45am
- After-School Club: 3.15pm – 5.30pm

These sessions are designed to provide a safe, structured, and enjoyable environment for pupils outside of standard school hours.

5. Staffing and Ratios

Staffing for wraparound care is planned to ensure appropriate supervision and support:

- From 7.45am to 8.45am: At least one adult remains with the children, with other staff members on site to ensure no lone working occurs.
- From 3.15pm to 4.15pm: A minimum of two adults are present.



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- From 4.15pm to 5.30pm: At least one adult remains with the children, with other staff members on site to ensure no lone working occurs.

As wraparound care is operated directly by the school and the staff that run the provision are employed directly by the school, the staff are subject to the same safer recruitment checks that all other members of staff undertake. All staff involved in wraparound care hold appropriate qualifications and training relevant to their roles. They have undergone enhanced DBS checks in line with *Keeping Children Safe in Education* (DfE, 2025) and are familiar with the school's safeguarding and health and safety policies.

6. Daily Structure and Activities

The wraparound care programme offers a balance of structured and flexible activities to support pupil wellbeing and development.

- Breakfast Club:
 - Children arriving by 8.15am are offered a healthy breakfast, with options aligned to the *School Food Standards* (DfE, 2014).
 - A self-service model encourages independence and social interaction.

After-School Club:

- A daily sports club is offered between 3.15pm and 4.15pm, with activities rotated each half term to provide variety and encourage participation.
- Opportunities for creative play, cooking, quiet time, and relaxation are built into the routine to meet the diverse needs of pupils.

7. Venue and Facilities

Wraparound care is delivered using the school's facilities to ensure a familiar and secure environment:

- The school hall serves as the main base for activities.
- The playground and field are used for outdoor and sports-based sessions, weather permitting.

Site security is maintained throughout:

- Parents and carers access the school site by using the intercom system at the main pedestrian gate. A member of staff will verify identity and allow entry. Parents and carers then access the school hall via the side gate to the left of the building.
- The provision is fully inclusive and accessible, with reasonable adjustments made to support children with SEND and ensure all pupils can participate safely and meaningfully.



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8. Admissions and Attendance

Wraparound care is available to all pupils from Reception to Year 6 at Newnham St Peter's C of E Primary School. Before a child with an Education, Health and Care Plan (EHCP) or specific medical needs attends, the school will work with parents and relevant professionals to ensure the provision can safely and appropriately meet their needs. Priority for places is given to:

- Working parents and carers
- Vulnerable learners

Each sports club session is limited to 25 places, allocated on a first-come, first-served basis. Termly registration forms for specific clubs and sessions. If sessions are full, a waiting list will be maintained and places offered as they become available.

Bookings for wraparound care can be made via SchoolMoney (online booking system). All bookings must be received by Thursday prior to the week required.

We accept:

- Childcare vouchers
- Tax-Free Childcare (TFC)

For bookings paid via childcare vouchers or TFC, please email: earlybirds@nspschool.uk

Children eligible for Free School Meals (FSM) are entitled to one free one-hour session per week. To book this, please email earlybirds@nspschool.uk

For emergency or occasional bookings, please contact: earlybirds@nspschool.uk and admin@nspschool.uk

Parents and carers are responsible for informing the school of any non-attendance. This helps ensure accurate registers and supports safeguarding procedures. Please notify the school via email: earlybirds@nspschool.uk and admin@nspschool.uk

9. Fees and Finance

Wraparound care fees are structured based on the duration of the session booked:

- 3:15pm – 4:15pm: £5.00
- 4:15pm – 5:00pm: £4.00
- 5:00pm – 5:30pm: £2.50

Therefore, combined session charges are:

- 3:15pm – 5:00pm: £9.00
- 3:15pm – 5:30pm: £11.50



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A late booking fee of £2.00 applies to any bookings made after the system has been taken offline.

Payments can be made via:

- SchoolMoney (online payment system)
- Childcare vouchers
- Tax-Free Childcare (TFC)
- PayPoint

For bookings paid via childcare vouchers or TFC, please email: earlybirds@nspschool.uk

Financial support is available for eligible families, including those in receipt of Pupil Premium funding. To enquire about assistance, please email: head@nspschool.uk or speak with the Headteacher. Children eligible for Free School Meals (FSM) are entitled to one free one-hour session per week. To book this, please email: earlybirds@nspschool.uk

To cancel a booking, 24 hours' notice must be given by emailing: earlybirds@nspschool.uk where a credit will be applied to your account for cancellations made within this timeframe. If notice is not received, the full charge will apply.

If a child is collected more than 15 minutes after their booked session ends, the next session charge will apply. If a child is collected after 5:30pm, a late fee of £2.00 per 15 minutes will be charged.

10. Behaviour and Expectations

The expectations for behaviour during wraparound care align fully with the school's Behaviour Policy, which promotes a positive, respectful, and inclusive environment. Staff model respectful behaviour and support children in developing self-regulation and social skills. Children attending Breakfast and After-School Clubs are expected to follow the same standards of conduct as during the school day.

Positive behaviour is encouraged through:

- Clear routines and consistent expectations.
- Praise and recognition of good choices.
- Use of the school's reward systems, such as stickers, certificates, or house points, where appropriate.

While most children engage positively, there may be occasions where behaviour falls short of expectations. In such cases, staff will follow a fair and proportionate approach:



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- Initial response: Staff will speak with the child to understand the behaviour and remind them of expectations.
- Reflection and support: Where needed, children may be given time to reflect and supported to make better choices.
- Recording and communication: Significant or repeated incidents will be recorded and shared with the child's class teacher and parents or carers.
- Partnership with families: The school will work collaboratively with families to address any ongoing concerns and support the child's development.

In rare cases, where behaviour poses a risk to the safety or wellbeing of others, or where repeated incidents occur despite support, the school may consider temporary or permanent exclusion from the wraparound provision. This will always be a last resort, and decisions will be made in a proportionate, fair, and transparent manner, in line with the school's wider behaviour and safeguarding policies.

11. Safeguarding and Child Protection

At Newnham St Peter's C of E Primary School, safeguarding is paramount in all aspects of school life, including our wraparound care provision. We are committed to creating a safe, secure, and nurturing environment where all children feel protected and valued.

Our wraparound care provision fully complies with the statutory guidance outlined in *Keeping Children Safe in Education* (DfE, 2023). A member of the wraparound care team holds Level 3 Safeguarding Training and acts as a Deputy Designated Safeguarding Lead (DDSL). All safeguarding concerns are reported to the school's Designated Safeguarding Lead (DSL) in accordance with school procedures.

All staff working in wraparound care are required to:

- Complete Level 1 Safeguarding Training prior to commencing their role.
- Participate in annual safeguarding updates to ensure their knowledge remains current.
- Have their training recorded and monitored as part of the school's staff CPD records.

This ensures that all staff are equipped to identify, respond to, and report any safeguarding concerns appropriately.

The wraparound care provision operates in line with the school's safeguarding framework and adheres to the following policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy (All staff are first aid trained, with at least one member of staff holding a paediatric first aid qualification)



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- Staff Code of Conduct
- Intimate Care Policy (where applicable)

These policies are regularly reviewed and are available to parents and carers upon request or via the school website.

12. Inclusion

Newnham St Peter's C of E Primary School is committed to ensuring that all pupils, including those with Special Educational Needs and Disabilities (SEND), have equal access to wraparound care. We believe that every child should be able to participate fully in all aspects of school life, including before and after-school provision.

Where a child has an Education, Health and Care Plan (EHCP) or identified individual needs, reasonable adjustments will be made to ensure they can access and enjoy the provision safely and meaningfully. This may include:

- Tailored support strategies
- Adapted activities or routines
- Liaison with the SENDCo and parents/carers to ensure continuity of care

The wraparound care provision is open to all pupils regardless of gender, race, religion, disability, or socio-economic background, in line with the *Equality Act 2010*. We are committed to promoting fairness, respect, and inclusion in all aspects of our provision.

We ensure:

- Cultural inclusivity in activities and celebrations, reflecting the diverse backgrounds of our school community
- Dietary needs and preferences are respected and catered for, including allergies, religious requirements, and vegetarian/vegan options

All staff are expected to uphold these values and challenge any form of discrimination or exclusion.

13. Health and Safety

All wraparound care activities are subject to regular risk assessments to ensure the safety and wellbeing of pupils and staff. These assessments are reviewed periodically and whenever there is a significant change in provision, staffing, or environment.

The school adheres to its responsibilities under the Health and Safety at Work Act 1974, ensuring that all reasonable steps are taken to prevent accidents and maintain a safe environment.



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Wraparound care follows the same fire safety and emergency evacuation procedures as the main school day. This includes:

- Clear evacuation routes and assembly points
- Staff familiarisation with emergency protocols
- Three practice drills per academic year involving wraparound care staff and pupils to ensure preparedness

To protect the health of all children and staff, the following procedures are in place:

- Children who become unwell during a session will be cared for appropriately while awaiting collection by a parent or carer.
- Parents are asked not to send children to wraparound care if they are unwell or showing symptoms of a communicable illness.
- Staff follow appropriate hygiene protocols.

All staff are trained in basic first aid, with at least one member of the team holding a paediatric first aid qualification during every session.

14. Communication

At Newnham St Peter's C of E Primary School, we value strong, open communication with parents and carers as a foundation for effective wraparound care. We are committed to keeping families informed and involved through a variety of channels, including:

- Fortnightly newsletters
- Text messages
- Seesaw (for updates and messages)
- School website
- Face-to-face communication at drop-off and collection
- Letters and notices sent home as needed

We also welcome two-way communication and feedback through:

- Parent feedback questionnaires
- Parent forums with the Headteacher
- Informal conversations with wraparound staff

This collaborative approach helps us to continuously improve the quality of our provision and respond to the needs of our school community.

15. Complaints



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We are committed to resolving any concerns promptly and fairly. If a parent or carer has a concern about any aspect of the wraparound care provision, they are encouraged to raise it in line with the school's Complaints Policy, which is available on the school website.

The process for raising concerns is the same as for all other aspects of school life, ensuring consistency, transparency, and fairness. We aim to work in partnership with families to resolve issues constructively and maintain a positive experience for all children.

16. Monitoring and Evaluation

The quality and effectiveness of wraparound care at Newnham St Peter's C of E Primary School are regularly monitored by senior leaders as part of the school's internal quality assurance processes. This includes:

- Observations of sessions
- Review of provision
- Oversight of safeguarding, health and safety, and staff training

The provision is also evaluated in line with Ofsted expectations, ensuring it contributes positively to pupils' personal development, wellbeing, and safety.