



***Hoyle Court Primary School believes that every child is a learner and can achieve.***

POLICY TITLE:  Wraparound Care Policy  (encompassing before and after-school clubs, extra-curricular clubs & uncollected children)		
COMPILED BY:  R. Mellor & C. Thirkill	DATE APPROVED:  23.2.23	DATE TO BE REVIEWED:  25.3.24

## Statement of intent

Hoyle Court Primary School believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Breakfast and after-school care club are made available to pupils aged 4 to 11, allowing parents/carers more flexibility with their working hours. The clubs cater for up to 36 pupils at a time.

Furthermore, Hoyle Court Primary School provides numerous extra-curricular clubs and activities as a method of developing the social, behavioural and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

### 1. Legal framework

- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
  - The Health and Safety at Work etc. Act 1974
  - The Children Act 2004
  - The Equality Act 2010
  - The Children and Families Act 2014
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
  - DfE (2014) 'Health and safety: advice on legal duties and powers'
  - DfE (2021) 'Keeping children safe in education'
- 1.3. This policy is used in conjunction with the following school policies and procedures:
  - Accident Reporting Procedure Policy
  - Near-Miss Policy
  - Supporting Pupils with Medical Conditions Policy
  - Administering Medication Policy
  - Anti-Bullying Policy
  - Complaints Procedure Policy
  - Health and Safety Policy
  - Behaviour Policy
  - Fire Evacuation Plan
  - Missing Child Policy
  - First Aid Policy

## 2. Wraparound Childcare

- 2.1. Wraparound childcare is defined as childcare provided before and after school, which runs until 5.30 pm.
- 2.2. Holiday childcare is defined as childcare which is provided during school holidays.
- 2.3. Parents/carers have the right to request wraparound care for children in Reception, up to Year 6.
- 2.4. The process for handling requests from parents/carers, is as follows:
  - Parents/carers are informed of their right to request wraparound and holiday childcare
  - Parents/carers are informed of the process for making a request  
A threshold is set for considering requests
  - The demand for the service is calculated
  - The governing body decides whether the school provides the service agreed and that this policy is effectively implemented.
  - Parents/carers are informed of the school's decision within eight weeks from the count of the number of requests
- 2.5. Parents/carers are advised to submit written requests or emails, which describe the type of service they require, the times of day when the provision is required and the age of their children. This is usually done via the completion of a booking form, submitted in advance on a half-termly basis.
- 2.6. Parents/carers are made aware of the timetable for the process, as well as the correct process they are expected to follow.
- 2.7. The school is permitted to refuse the decision to provide the service only under the following circumstances:
  - There is a lack of demand from parents/carers
  - The school is unable to make arrangements with partner organisations
  - A similar service is already available and can be used without difficulty
- 2.8. Applications for the service are accepted on an ongoing basis and places are offered when these become available, should all places be taken.

## 3. Admissions and fees

- 3.1. Hoyle Court Primary School has a first come, first served policy for admissions to extended services. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:
  - Siblings of pupils already attending
  - Pupils who attend Hoyle Court Primary School
- 3.2. The breakfast club runs from 7.30am until 8.45am, when children are handed over to an adult from their class. The after-school club runs from 3.30pm until 5.30pm. However, as school finishes at 3.15pm children will usually arrive before 3.30pm. Younger children are collected from their classrooms by a member of staff.
- 3.3. Before registration, parents/carers are given the following information:
  - The availability of places
  - The Admissions and Fees Policy
  - This policy
  - The club's terms and conditions.

3.5. Parents/carers are required to complete and return the following forms before pupils attend the clubs:

- Registration form
- Parent/carer contract
- Booking form

3.6. The standard daily fee for attending the breakfast club is £4.50, the after-school care club is £9.50 The following conditions are also in place:

- All fees must be paid at least one week in advance
- Fees will be paid by electronic transfer through 'ParentPay'.
- No place will be given without prior payment

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- The clubs accept childcare vouchers
- Fees are charged if attendance is booked and the child does not attend, unless the child is ill and had not been in school on the day of the booking.
- Booked sessions are to be paid for at least 7 days in advance.

## **4. Extra-curricular clubs and activities**

- 4.1. Hoyle Court Primary School offers a wide variety of extra-curricular activities with the aim of developing pupils' life skills, such as cookery club.
- 4.2. Extra-curricular activities are also used to prepare pupils for further education and professions, as well as to give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.
- 4.3. A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage team work.
- 4.4. All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.
- 4.5. Where possible, the school will link extra-curricular activities to work experience and volunteering in order to help prepare pupils for further education.
- 4.6. In order to ensure that pupils' interests and needs are met, pupils will be given the opportunity to contribute to the planning of extra-curricular clubs and activities.
- 4.7. Hoyle Court Primary School's extra-curricular clubs and activities are provided at a charge dependent on the cost of the club being provided.
- 4.8. All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list.
- 4.9. Extra-curricular clubs are organised, managed and conducted in accordance with the school's existing policies.
- 4.10. The staff to pupil ratio for extra-curricular clubs and activities is 1:15. When activities involve leaving the school premises, this ratio changes to 1:10.
- 4.11. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.
- 4.12. All extra-curricular clubs and activities follow the same procedures and protocols as the school's extended services and school policy is followed by outside providers e.g. Behaviour and Safeguarding Policies.
- 4.13. Whilst clubs and activities are being conducted, the designated member of staff leading the extra-curricular club is responsible for the safety and welfare of all pupils.
- 4.14. Appropriately trained members of staff partake in clubs and activities where special educational needs and disabilities (SEND) provision is needed.

## **5. Arrivals and departures**

- 5.1. Hoyle Court Primary School is fully committed to the safety and security of all the pupils in its clubs and on the school premises; therefore, a number of procedures are in place for when pupils arrive and leave the school premises:

Attendance is recorded in the register; the parents/carers of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately to ensure the safety of the pupil(s).

- Children attending an after-school club will be escorted to the club meeting point by a member of staff. Older children in key stage 2 may make their own way to the agreed meeting point. At the allotted time of the club's commences, the adult leading the club is fully responsible for the children's welfare.

5.2. At the end of the after-school care club, members of staff carry out the following checks to ensure the safety of pupils:

- Only registered individuals are allowed to collect the child. If someone other than the person registered is collecting the child, staff must be notified by the registered person 2 hours in advance.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person.
- Pupils in key stage 2 are allowed to leave the premises unaccompanied if written permission is given by the parent/carer.
- Pupils in key stage 1 are not permitted to leave the premises unaccompanied.

## **6. Involving parents/carers**

6.1. Hoyle Court Primary School aims to achieve effective communication with parents/carers; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents/carers are entitled to see the facilities where the clubs will be provided.
- All members of staff take note of information from parents/carers that could affect the happiness and wellbeing of their child.
- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

## **7. Missing child procedure**

7.1. Hoyle Court Primary School has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member(s) of staff stays with the other pupils involved in the club, in order to prevent further problems and to keep a calm atmosphere.
- If the pupil is not located within 10 minutes, the police and the parents/carers of the pupil are informed.
- The search for the pupil continues until the police arrive.
- The headteacher liaises with the police and the parents/carers of the pupil.
- See also the school's 'Missing Child Policy'.

## **8. Behaviour**

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- 8.1. Any extra-curricular club or the breakfast club and after-school care club is subject to the existing Behaviour Policy, disciplinary issues are reported to the parents/carers of the pupil.
- 8.2. Continuous bad behaviour and rule breaking may result in the pupil being barred from attending the clubs.
- 8.3. Any outstanding fees paid by the parent/carer are returned if a pupil is barred from attending the clubs.

## **9. Uncollected children**

- 9.1. Staff members at Hoyle Court Primary School do their best to ensure the effective communication between the school and parents/carers. If a parent/carer is up to 15 minutes late, the following procedures are followed:
  - The parent/carer is reminded that they must notify a member of staff if they are running late
  - The parent/carer is warned that repeated late arrival will result in penalty fees
- 9.2. If the parent/carer is over 15 minutes late, the following procedure is followed:
  - A member of staff attempts to contact the parent/carer using the details provided on the registration documents
  - If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
  - For the duration of the wait, the child is supervised by a member of staff
  - Parents of children who are collected late (after 3.15pm) will be reminded of the importance of collecting on time and informed verbally that this is not acceptable. If a this occurs a second time, the parent will be informed in writing that should a late collection re-occur, the child will be left with a member of the Senior Leadership Team who will need to discuss the issue with them. Should this occur a third time the parent will incur a penalty of £10 which will be automatically debited from the parent's 'ParentPay' account. This will be the case for each child who attends the club.
- 9.3. If the parent/carer has not collected by 6.00pm and no contact has been made, the following procedures are followed:
  - If a member of staff has not reached the parent/carer, or an emergency contact, they contact the local social care team for advice (01274437500)
  - The pupil remains on the premises with a member of staff, or is placed with the local social care team
  - If the pupil has left the premises with the local social care team, a note is left on the door to the club, informing the parent/carer of the pupil's location. A contact number and address is displayed

Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.



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E-mail: [office@hoylecourt.bradford.sch.uk](mailto:office@hoylecourt.bradford.sch.uk)  
Head teacher: Mrs C Thirkill

### **APPENDIX 1: Terms and conditions – Breakfast and After-School Club**

The charges are £4.50 for the morning session and runs from 7.30-8.45am, at which point children are taken to their classes. A breakfast of cereal, fruit or toast is provided. Drinks are always available.

The charge is £9.50 for the evening session and runs from 3.15-5.30pm. A snack e.g. toast, crackers, is provided. Drinks are always available

Payments must be made at least 7 days in advance. Our method of payment is via 'ParentPay' or childcare vouchers. Refunds will only be given if your child misses the club due to illness.

Children must be collected in person by a parent / carer at the end of the session for 'Hoyle Court Kids' or extra-curricular clubs.

Please do not let arrears build up. Parents/carers are encouraged to inform the After School Club leader (Miss Mellor) of any change in circumstances or a specific period of difficulty in payment.

If fees are not received as above, a verbal and subsequent written reminder will be issued. If arrears are not settled with 14 days of the service being used, we will ask for your child to be withdrawn from the club, depending on individual circumstances.

We require a minimum of 48 hours' notice if you wish to cancel or change a booking. Failure to attend a booked place will result in the full charge being made. This reflects the high demand for places and that your child's place could have been offered to another.

Please ensure the school holds up to date contact information and up to date information regarding any health / dietary requirements your child may have

Both clubs follow the exact same policies as the main school. This includes all Health and Safety, Child Protection, Behaviour Policy and practice. If you require more information on this, please ask or see our website 'policies' section.

Thank you for your support

Mrs Thirkill, Headteacher  
Miss Mellor, Breakfast / After-School Club Manager

**As a parent / carer I agree to abide by the above conditions:**

**Parent / Carer's Name:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**APPENDIX 2: Safeguarding procedures for gaining parental consent and registering children.  
(To be provided to all club providers / club leaders (including those provided by school  
before the commencement of any new club)**

Safeguarding

- School must receive documentation confirming a full DBS (Disclosure and Barring Service) check prior to any club starting.
- In the event of an accident during a club which requires first aid, a member of the school office will be contacted in the first instance. If no one in the school office is available a member of staff from the school's wraparound care club will be informed.
- All members will complete and provide a completion certificate of the following Basic Child Protection Training. [www.prosperoteaching.com/free-accredited-onlinesafeguarding](http://www.prosperoteaching.com/free-accredited-onlinesafeguarding)

Registering attendance

- On the first day back each half-term, all clubs due to run that half term must have a register of attendees in place and the school office must have a copy of this. All parental consents will have been sought by the school and a register will have been created by school. Parental consent is sought by school for all clubs, *including external providers*. Written consents are kept until the club has completed (usually at the end of term / half-term), at which point they can be discarded.
- Before the commencement of the club, club leaders will collect a register from the school office. This reflects the fact that children due to attend may be absent from school on that day and each register needs to be up to date.
- Registers are taken at the start of each club and must be *returned to the school office* before the club activities commence. All registers are kept centrally in the school office.
- If a child who is expected to attend a club (i.e. is on the register) and does not attend, the school office will be informed with immediate effect. Office staff will then double check whether the child was in school or absent. If the child was in school and was due to attend the club, a member of the office staff will speak to the child's teacher to seek clarity on whether the child left school with an adult known to the child. The child's parents will then be contacted to confirm they are safe. If no contact can be made with the parent / carer and / or the child's whereabouts cannot be verified, a member of the Senior Leadership Team (SLT) will be informed with immediate effect.

Parental Consent

- If parents have paid club fees for a club via the school's online payment system ('ParentPay'), this suffices as parental consent for their child to attend a club. In all other instances (*including for external club providers*), school will gain written consent from parents. If parents pay club fees to an external provider, parental consent will still be sought in writing from school for children who will be attending.
- When parents' consent is sought, they will be asked whether their child is permitted to walk home by themselves after the club (only for children in Key Stage 2). If parents would prefer for an adult known to the child to collect them, they will clarify which adult(s) this will be. For all children in Key stage 1, this will be the case and it is expected that most parents of Key Stage 2 children will also.
- If school receives no consent from parents regarding collection of their child, school will assume a parent / carer will be collecting the child. If the child is not collected, the

club leader will gain verbal consent from the parent / carer via telephone before letting a child walk home. As above, this is only the case for pupils in Key stage 2; all pupils in Key stage are expected to be collected in person.

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**APPENDIX 3: Late collection of children from school letter**



Fyfe Grove, Baildon, West Yorkshire, BD17 6DN  
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DATE

Dear Mr / Miss / Ms / Mrs,

I write to inform you that should your child be collected from school late again, after having to access the school's after-school club, you will be charged £10 for this service. This would be on a 'per-child' basis.

All parents sometimes have unexpected circumstances which mean they unavoidably need to leave their children in our care. However, as this is the second time this has occurred, we need to take a more robust stance. It is rare we need to take such action; however, it must be borne in mind that staff at after-school club are paid for their time and that other parents pay for this service. It cannot be used as an informal 'drop in' service on a regular basis. With 300 children in school, this is simply not feasible.

If you need to use the service on a regular basis, please speak to Miss Mellor about possible available places.

Yours sincerely,

Claire Thirkill,  
Headteacher

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