



Sunnyside
Primary Academy

Wraparound Care Policy

Policy Owner:	Dale Johnson, Principal
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Introduction

Sunnyside Primary Academy provides Wraparound Care through its Breakfast Club and After School Club for pupils attending the Academy aged between 4 and 11 years.

The provision offers a safe, secure and welcoming environment before and after the school day, supporting families whilst promoting children's wellbeing, independence, social development and enjoyment.

This policy outlines the procedures and expectations for parents, carers, children and staff attending the provision.

Aims

The Academy's Wraparound Care provision aims to:

- Provide a safe, secure and inclusive environment for all children attending the provision.
- Support working families by offering reliable childcare before and after the school day.
- Promote children's wellbeing, confidence, independence and social skills.
- Provide opportunities for play, recreation and enrichment in a supervised environment.
- Ensure effective safeguarding arrangements are maintained at all times.
- Support children to develop positive relationships with peers and staff.

Admissions

Places are available to pupils attending Sunnyside Primary Academy aged 4 to 11 years.

The Academy is committed to providing an inclusive service and welcomes applications from all families. Reasonable adjustments will be considered for children with Special Educational Needs and Disabilities (SEND), medical needs or other additional requirements where appropriate.

Parents and carers should discuss any additional needs, medical conditions, allergies or support requirements with the Academy before their child attends the provision.

Places are allocated subject to availability, staffing ratios and the needs of the children attending.

Bookings and Payment

All bookings must be made through Arbor to ensure accurate registers are maintained and to support the effective management of attendance numbers, staffing levels and resources. Wherever possible, bookings should be made at least 24 hours in advance.

Payment for all sessions must be made in advance at the time of booking. Places are subject to availability and cannot be guaranteed without a confirmed booking.

The Academy reserves the right to refuse bookings where outstanding debts remain on a family's account.

Cancellations

Parents and carers are required to provide a minimum of 24 hours' notice if they wish to cancel a booked session. Where less than 24 hours' notice is provided, or where a child does not attend a booked session for any reason, including illness, the full fee will remain payable. Charges apply to the reservation of the place rather than actual attendance.

This policy ensures that the Academy can appropriately manage staffing ratios, food orders, resources and operational costs associated with delivering a safe and high-quality wraparound care provision.

The Academy recognises that exceptional circumstances may occasionally arise. Requests for consideration of individual circumstances will be reviewed at the discretion of the Headteacher.

Arrivals and Departures

The safety and wellbeing of all children attending the Wraparound Care provision is of paramount importance. Robust procedures are in place to ensure children arrive and depart safely and are accounted for at all times.

Staff will maintain an accurate register of all children attending Breakfast Club and After School Club. Children's arrival and departure times will be recorded and registers will remain accessible throughout each session.

Children will only be released to:

- A parent or carer;
- An authorised adult recorded on their school records; or
- Another adult approved in advance by the parent or carer.

Parents and carers must notify the School Office in advance if collection arrangements differ from normal.

Where appropriate, staff may request identification before releasing a child. No child will be permitted to leave the provision unaccompanied unless prior written consent has been provided by the parent or carer and agreed by the Academy.

Regular headcounts will take place throughout each session, including during transitions between activities and movement around the school site.

Any concerns relating to the collection of a child will be managed in accordance with the Academy's Safeguarding and Child Protection Policy.

Breakfast Club

Breakfast Club operates from **7:45am** each school day. Children should enter through the main school entrance. Registration takes place as the children enter the building. Parents and carers must accompany their child into the building and hand them over directly to a member of staff before leaving the premises.

A healthy breakfast will be provided for children attending the session.

At **8:40am**, children will collect their belongings and move to their classrooms. Younger children, and children identified as requiring additional support, will be escorted to class by a member of staff.

After School Club

At the end of the school day, children attending After School Club will report to the Open Plan Space and be registered by a member of staff. Class teachers will be provided with a daily register of those children booked into the provision. All children will be escorted to the club by a member of staff.

Children will have access to a range of structured and unstructured activities designed to promote enjoyment, wellbeing and social interaction. A light snack and drinks will be available during the session. After School Club closes promptly at **5:30pm**.

Children Attending Other Clubs

At the conclusion of the extra curricular activity, the child must return directly to After School Club and will be registered by a member of staff.

Missing Children

If a child is booked to attend After School Club but does not arrive for registration, staff will establish whether the child attended school that day.

If the child's whereabouts cannot be immediately confirmed, the Designated Safeguarding Lead (DSL), Deputy DSL or senior member of staff will be informed immediately.

The following actions may be taken:

- A thorough search of the school premises and grounds.
- Checks with relevant staff members.
- Contact with parents, carers and emergency contacts.
- Contact with the Police, where necessary.

All incidents will be managed and recorded in accordance with the Academy's Safeguarding and Child Protection Policy.

Collection Arrangements

Children may only be collected by an authorised adult named on the child's records.

Where applicable, authorised adults may be asked to provide an agreed collection password. Parents and carers must notify the School Office in advance if an alternative adult will be collecting their child.

Where staff have concerns regarding collection arrangements, they will contact the child's parent or carer before releasing the child.

Children will not be permitted to leave the provision unaccompanied unless prior written agreement has been made with the Academy.

Late Collection

Parents and carers must notify the School Office as soon as possible if they are unexpectedly delayed. Where a child is not collected at the agreed time and the Academy has not been notified, staff will follow the Academy's Uncollected Child Procedures and make all reasonable attempts to contact parents, carers and emergency contacts.

To cover the additional staffing costs incurred, late collection charges will apply as follows:

- Collection falls into the next sessions window the next session price will be applied to the child's Arbor account
- Collection after the club closes at 5:30pm: **£5.00 per child**

The Academy understands that unforeseen circumstances can occasionally arise and will always endeavour to act reasonably and supportively. However, charges may still apply as additional staffing costs are incurred when children remain in the provision beyond their booked collection time.

These charges are intended to discourage late collection and should not be viewed as a means of securing childcare beyond the published operating hours.

Where late collection becomes a regular occurrence, the Academy reserves the right to review a family's access to the provision and, where necessary, withdraw a child's place.

Behaviour

Children attending Breakfast Club and After School Club are expected to follow the Academy's Behaviour Policy and demonstrate the same standards of behaviour expected during the school day.

Staff will encourage positive behaviour through praise, encouragement and appropriate support.

Where a child's behaviour presents a risk to themselves, other children or staff, parents or carers may be contacted and asked to collect their child. Repeated incidents of serious misconduct may result in a review of the child's place within the provision.

Food and Dietary Requirements

The Academy recognises the importance of providing food that meets children's dietary, medical, cultural and religious requirements.

Parents and carers must ensure the Academy is informed of any:

- Allergies;
- Food intolerances;
- Medical conditions;
- Cultural dietary requirements; or
- Religious dietary requirements.

The Academy will take reasonable steps to accommodate identified requirements wherever possible. Parents and carers are responsible for ensuring that medical and dietary information held by the Academy remains accurate and up to date.

Fees and Outstanding Payments

Any queries regarding bookings, charges or payments should be directed to the School Office in the first instance. Matters that cannot be resolved by the School Office will be referred to the Principal.

All fees must be paid in accordance with the Academy's payment arrangements. Where payment is not received, the Academy will contact the parent or carer requesting settlement of the outstanding balance.

Parents and carers experiencing financial difficulties are encouraged to contact the Headteacher as soon as possible to discuss their circumstances and explore available support. Where fees remain unpaid without reasonable explanation, parents and carers may receive a formal warning informing them that continued non-payment could result in the withdrawal of their child's place. Where significant arrears exist, the Academy reserves the right to suspend access to Wraparound Care until the account has been brought up to date or an agreed payment arrangement has been established and maintained.

Safeguarding

The Breakfast Club and After School Club operate in accordance with the Academy's:

- Safeguarding and Child Protection Policy;
- Behaviour Policy;
- Health and Safety Policy;
- First Aid Policy; and
- All other relevant statutory and Academy procedures.

All staff working within the provision receive appropriate safeguarding training and understand their responsibility to promote the welfare of children and report concerns in line with Academy procedures.

The school gates will remain secured during club operating hours and access to the Academy site will be via the main entrance only. Parents and carers should not proceed beyond the designated registration and collection area unless authorised to do so by a member of staff.

Other Policies

The Breakfast Club and After School Club adhere to all relevant Academy policies and procedures.

These include, but are not limited to:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy
- Health and Safety Policy
- First Aid Policy
- Administration of Medicines Policy
- Equality Policy
- Complaints Policy
- Data Protection Policy

Sunnyside Primary Academy is committed to providing a safe, inclusive and nurturing wraparound care provision that supports the needs of children and families whilst maintaining the highest standards of safeguarding and care.