

Redbourn Primary School



Wraparound Care Policy

Date of Issue: June 2025

Next Review Date: June 2028

The purpose of this policy is to set out how the school delivers before and after school wraparound care to provide high quality and stimulating childcare in a safe environment.

Wraparound care is an extension of the school day and is delivered through two distinct clubs which both operate Monday to Friday during term time:

- Early Morning Club (EMC) – 07:45-08:40
- Redbourn Childcare Club (RCC) – 15:15-18:00

The Governing Board has ultimate responsibility for the activities of the school, and the day to day responsibility of this is delegated to the Headteacher.

Each club has a dedicated club leader who manages a team of staff. The club leader will be responsible for setting out the daily routine, organising a warm and welcoming environment for the children which includes a choice of activities, as well as being responsible for the safety, staffing the club day to day and safeguarding of the children.

All RCC staff are employed directly by the school, many of the club staff also work in the school as Teaching Assistants and Learning Support Assistants and are, therefore, familiar with the school policies and golden rules as well as knowing the children well.

Both clubs are exclusively available to children attending Redbourn Primary School in Reception through to Year 6. The clubs have a limit on the spaces in line with the number of staff available and the school's determined adult to child ratio.

The school's policies and procedures underpin the day to day running of the club including:

- Child Protection
- Behaviour
- Health and Safety
- Staff Code of Conduct
- Supporting Children with Medical Conditions
- Management of Allergens
- Complaints

Designated Safeguarding Leader

The Headteacher is the Designated Senior Leader (DSL) responsible for safeguarding and is assisted by three Deputy DSLs. A DSL or Deputy DSL will always be available to discuss any urgent safeguarding concerns.

Location, Activities and Resources Available

Both clubs take place in the ALPs in the junior part of the school. They may also have use of the Key Stage 2 Hall (if no club running), Key Stage 2 playground and the field in the summer.

Activities may include art, cooking, sports and games, board games and puzzles, reading and storytelling, imaginative play, computing and help with homework. There is a balance of indoor and outdoor activities, weather permitting. The age of children is considered so that activities are appropriate. Children are consulted on their preference for activities.

RCC Drop Off

The normal school day finishes at 3:15pm for children in Reception to Year 2 and at 3:20pm for children in Years 3-6. Children attending RCC will be collected by school staff and registered in the ALPS. Those Year 5/6 children with permission to walk home unaccompanied will walk directly to the ALPS.

Children attending an afterschool club onsite will be dropped off from 4:30pm to the ALPS door by the adult leading the club and registered.

Children attending an afterschool club offsite can be dropped off from 4.30pm to the ALPS door by an adult/teenager over the age of 16 for registration. The School does not take responsibility for children who have left the school site from 3:15/3:20pm until they are registered from 4:30pm.

RCC Pick Up

All children must be collected from the ALPS door by the staff carpark by an adult/teenager over the age of 16. No child has permission to walk home unaccompanied. Parents must notify the school of the regular adults for collection. Pick up name edits can be emailed to admin@redbournprimary.co.uk until 3pm. After this time, name changes must be telephoned to the RCC mobile (07355 988607).

EMC/RCC Operational Times

RCC will not operate on the last day of a school term.

EMC/RCC will not operate on Inset Days/Occasional Days when the school is closed to children. EMC/RCC will not operate during the school holidays.

Early Morning Club Drop Off and Pricing

The session is priced at £6. Children should be dropped off at the ALPS door by the staff carpark by an adult/teenager over the age of 16. From 8:30am children will be taken by EMC staff to class (or if in Years 5 or 6, walk to their classroom) for 8:40am.

RCC Pricing

The fees will be reviewed every year in line with the school's lettings policy. RCC will be priced as follows for 2025/2026:

Timings	Cost
3:15-4:30pm	£7
4:30-5:30pm	£7
5:30-6pm	£3

For example, a child attending RCC who is picked up prior to/at 5:30pm would have a charge of £14 per session, while a child picked up at 6pm would have a (maximum) charge of £17 per session.

Children attending a school afterschool club, who are not dropped off until 4:30pm, do not need to pay for the 3:15-4:30pm period.

Bookings and Payments

All sessions must be booked in advance on Arbor.

Childcare vouchers and Government Tax Free Childcare can be used to pay for sessions. Please inform the school if you would like to use either of these and give the name of the childcare voucher provider.

We encouraged bookings and payments to be made up to a term in advance. However, if parents require any additional, ad-hoc sessions, or prefer to book weekly, availability can be checked online and booked up to midday the day before. All bookings should be made at least 24 hours prior to attendance. Bookings can be made for a year in advance.

Cancellation

The cancellation policy for RCC needs to work with our Arbor operating system. Arbor does not allow for parents to cancel slots online and therefore parents need to contact the school office and the office staff will manually update Arbor. Should parents wish to cancel a booked slot the deadline is 12pm the previous school day. This will give the office staff time to manually update the Arbor system.

A refund will not be issued and parents will only receive a credit against their account. Arbor does allow for booking different time slots.

If your child is absent from school, for example due to ill health, and unable to attend RCC and therefore parents cannot cancel by 12pm the previous day, unfortunately we will only be able to credit the session if we are notified that the child is booked to attend RCC **at the same** time as the school is notified of their illness. In this situation it may take a few days for the credit to be actioned in Arbor.

Late Collections

In the event of a late collection the school reserves the right to charge the cost of the subsequent period.

Parents must notify RCC at their earliest convenience if running late. Parents must call 07355 988607, this number only operates during club hours.

Late collections after 6pm may require us to pay staff for longer than scheduled - while we understand there may be occasional exceptional circumstances, RCC reserves the right to charge a late fee of up to £8.50 per child per session (depending on nature and extent of lateness)

Late fees will be added to the outstanding balance on Arbor and must be settled within one week. Habitual lateness may unfortunately result in your child not being able to attend the provision.

Unpaid fees and debts

An email reminder will be sent should a child's balance become overdrawn. We reserve the right to withdraw the place of any child whose balance is overdrawn after one week.

Registration Form

A registration form should be completed before any bookings are made. This will include the following details:

- Child's name and date of birth
- Emergency contact details
- Arrangements for collection
- Medical conditions and allergy details

Ratios

As our provision is for children of Reception age and above, the minimum ratio is 1:30. We operate within a ratio of 1:15.

Behaviour Expectations

The Redbourn Primary School Behaviour Policy applies seamlessly across all wraparound care and the school day. Behaviour expectations and consequences for not meeting expectations will be applied consistently and in line with the Behaviour Policy. A child that has been suspended from school or off school ill may not attend any wraparound care club during the period of the suspension or illness.

Dealing with inappropriate behaviour

Challenging behaviour will be addressed in a calm, firm and positive manner. In the first instance, if necessary, the child will be temporarily removed from the activity and staff will explain why the behaviour displayed is deemed inappropriate. Staff will always encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. Staff will consult with parents to formulate clear strategies for dealing with inappropriate behaviour

EMC and RCC operates a three warning policy. If after consultation with parents and the implementation of behaviour strategies, a child continues to display inappropriate behaviour, staff will issue a warning. All warnings, and incidents of behaviour will be logged on CPOMS. If three warnings are given to a child in a half term, then they will be excluded from the club and no longer able to attend. The reasons and processes involved will be clearly explained to the child and their parent/carer. Attendance can be reviewed at the start of the following term.

It is recognised that some children with Special Educational Needs, or other additional needs may need a different approach when responding to their behaviour. RCC will consult with the Special Educational Needs Co-ordinator for advice and support.

Special Educational Needs and Disabilities

We are proactive in ensuring that the welfare and development of all children attending one of our wraparound clubs is promoted so that they have equal access to the facilities and activities on offer. Staffing arrangements are considered to meet the needs of children, however, we are unable to offer 1:1 support for any child.

The Role of the Headteacher

It is the role of the Headteacher to ensure the implementation of the school's policies and report to Governors, when requested, on the effectiveness of the policies. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all the children in the school.

The Headteacher supports the staff by implementing the policies, by setting the standards of behaviour, and by supporting staff in the implementation of the policies.

If the EMC/RCC team recognize that they cannot meet the needs of a child in their care, they will liaise with the Headteacher. The Headteacher will discuss this with parents/carers, and may make the decision to ask the parent/carer to make alternative provision for their child.

Food and Drinks

No food is provided by either club. Children should bring their own water bottle with them. They may also bring a packed tea/snacks to Redbourn Childcare Club. If they do, parents must ensure that this is in line with school guidance on packed lunches which has been agreed in order to protect children at the school with allergies.

If the children are carrying out a cooking activity, permissions will be requested and ingredients listed.

Qualifications and First Aid

The Headteacher will ensure that staff have appropriate qualifications including first aid training in line with the age of children and ratio requirements.

Medicines and Accidents

Medicines to be administered during EMC/RCC will need to be brought from home. The same applies to emergency medication. Paperwork must be completed in advance and signed off by the Headteacher for any medication during the school day. Staff will not have access to the classroom based medications. Medicines administered and any accidents will be recorded on Medical Tracker.

Waiting List

We aim to be able to provide childcare for all Reception-Year 6 children who want it to and aim to not have a waiting list. Should this not be the case, a waiting list will be put in place until we recruit more staff.

Concerns and Complaints

Questions or concerns are best dealt with by emailing admin@redbournprimary.co.uk . We can then direct your question to the relevant member of staff. For ongoing concerns or complaints please see our complaints policy on the school website.