

# Redbourn Primary School



## Wraparound Care Policy

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**Date of Issue:** June 2025  
**Date of Review:** June 2026  
**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 Nursery 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 Nursery to Year 2 and at 15:20pm 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 16:30pm to the ALPS door by the adult leading the club and registered.

### **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](mailto: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.

### **EMC Drop Off and Pricing**

The session is priced at £7 for children in Reception to Year 6 and £10 for Nursery aged children. 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.

### **Ratios**

For children of Reception age and above, the statutory minimum ratio is 1:30. We aim to operate within a ratio of 1:15.

For Nursery aged children, our ratio is 1:13 with a qualified teacher present or 1:8 with a relevant Level 3 qualified member of support staff. This is reflected in the Nursery pricing.

### **Prices**

The fees will be reviewed every year in line with the school's lettings policy. RCC will be priced as follows for 2026/2027:

### **RCC Pricing**

| <b>Timings</b> | <b>Cost for R-Yr 6</b> | <b>Cost for Nursery</b> |
|----------------|------------------------|-------------------------|
| 3:15-4:30pm    | £8                     | £10                     |
| 4:30-5:30pm    | £8                     | £10                     |
| 5:30-6pm       | £3.50                  | £5                      |

Reception to Year 6 children attending a school run extra-curricular afterschool club, who are not dropped off to RCC until 4:30pm, do not need to pay for the 3:15-4:30pm period. We do not run extra-curricular afterschool clubs for Nursery aged children.

### **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.

### **Reception–Year 6 Bookings and Payments**

We encourage 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 sessions can be booked up to **7:15am on the day** (30 minutes before EMC starts and 8 hours before RCC starts).

All bookings should be made in advance of attendance. Bookings can be made up to a year in advance.

### **Nursery Bookings and Payments**

Due to the age of the children and the higher staff-to-child ratio required and specific qualifications for Nursery-aged children, all bookings must be made at least 6 weeks in advance.

### **Cancellation -all year groups**

The EMC and RCC cancellation policy must operate in line with our Arbor system. Arbor does not allow parents to cancel bookings online. Therefore, parents must contact the school office to cancel a session, and a member of the office team will manually update the booking in Arbor.

If you wish to cancel a booked session, you must notify the school office by 3pm on the previous school day. This deadline ensures the office staff have sufficient time to process the cancellation within the Arbor system.

Refunds will not be issued. Any cancelled sessions will be credited to your Arbor account. Please note that Arbor does allow parents to book alternative available time slots. If the school is closed due to an emergency refunds will not be issued for that day.

If your child is absent from school, for example due to illness, and is therefore unable to attend RCC, the usual 3pm cancellation deadline still applies. If you are unable to cancel by this time, we can only issue a credit if you inform the school that your child is booked to attend RCC at the same time as you report their absence. In such cases, please allow a few days for the credit to be processed in Arbor.

### **Cancellation -Nursery**

Booked sessions can only be cancelled in writing/email half a term in advance and no refunds or credits will be issued for non-attendance for any reason.

**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.

**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 internally or externally 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, unless permission has been sought for a specific activity i.e. baking. 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 Nursery -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. For Nursery aged children, staff with the relevant qualification may need to be recruited and this may require a waiting list to be applied.

**Concerns and Complaints**

Questions or concerns are best dealt with by emailing [admin@redbournprimary.co.uk](mailto: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.