



Wraparound Care Provision Procedures and Charging Policy – including charging information

Approved by The Bridge Federation Governing Board: July 2026

To be reviewed: July 2027

Salehurst Church of England Primary School has an extended service provision before and after school known as Breakfast Club and 5:20 Club (jointly referred to as Wraparound Care). The overall provision should not run if in deficit; it is expected for the club to stay financially viable or to make a profit.

Purpose

This extended service provision is offered as a service to parents and carers to:

- provide an enjoyable play experience for all children attending.
- involve children in the planning, setting up and packing away of activities.
- ensure the safety of all children at all times.

Staffing responsibilities:

Responsible to: Headteacher

Duties

- Encourage children to be involved in all the appropriate activities.
- Contribute to the planning of activities.
- Deliver planned activities and develop an understanding of the special particular needs of the child/ren concerned.
- Develop methods of promoting and reinforcing children's self-esteem and independence.
- Encourage acceptance and integration of the child/ren with special needs.
- Follow the school's 'Behaviour Management' policy
- Enable children to have fun and participate in games at their appropriate level.
- Ensure the provision provides support for pupils that are under 8.
- Work alongside all other staff to create a positive environment for our children.
- Follow school policies and procedures for Child Protection and Health and Safety and any other policies that are relevant to this provision.
- Work or play with individuals or small groups of children providing assistance and encouragement.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children.)
- Liaise with parents/carers as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of sessions.
- Assist with the management of resources e.g. setting up and putting away of equipment.
- Assist with all activities as directed.
- Attend appropriate meetings and training days/events as requested.
- Support and supervise the children at all times whilst eating and playing.
- Maintain attendance registers of attending staff and children.
- Follow Child Protection Procedures and report any concerns to the designated staff (Headteacher).
- Collect income intact and ensure financial record keeping is up to date to be received by the School Business Manager, to then reconcile expected income on a monthly basis with the School Business Manager.

Extended School information

Fees revised September 2026

Club	Time	Description	Cost
Breakfast Club	08:00-08:45	You can drop your child off between 08:00 and 08:45. If they arrive before 08:15, they will be given a choice of toast, bagels, crumpets, cereal and fruit for breakfast.	£6.00
5:20 Club (after-school club)	15:30-17:20	Your child will come straight from their classroom to 5:20 Club. You can collect them between 15:30 and 17:20.	£12.00
	15:30-16:30	Your child will come straight from their classroom to 5:20 Club. You can collect them between 15:30 and 16:30.	£6.00
	16:30-17:20	This is for when a child is attending another club (e.g. art, football) before 5:20 Club. They will come from the other club to 5:20 Club at 16:30. You can collect them between 16:30 and 17:20.	£6.00
NB: Breakfast Club and 5:20 Club places are charged at 50% discount for children who are eligible for Pupil Premium only. • Targeted Free School Meals includes eligibility for Pupil Premium funding. • Expanded Free School Meals does not include eligibility for Pupil Premium funding. All charges above are reviewed every 3 years.			

Both clubs are open to every family in the school. All children using either facility must be of school age, i.e. enrolled in Year R or above. The running of both provisions is overseen by the governor responsible for Extended Services School Provision, who should report to the Governing Body a minimum of twice a year.

Capacity

There is a limit to the number of children that can be catered for in each provision. This is dependent upon the staff and space available. The limit is usually 30 children, although it may be lower on days when fewer staff are available, and higher if the conditions outlined in the risk assessment are met. The correct adult/child ratio must be adhered to.

NB: Parents/carers will be unable to book sessions that have already reached their maximum capacity. However, other users may cancel bookings up to an hour before the start of the session (i.e. 7:00am) for Breakfast Club and up to 3.5 hours before the start of the session (i.e. 12:00pm) for 5:20 Club, so parents/carers are encouraged to check Arbor regularly in case a space becomes available.

Emergency admissions will be at the discretion of the provision manager, but decisions for admissions can only be made using the conditions outlined in the wraparound care risk assessment.

There must be a safe adult to child ratio of 1:15 at all times, or in the case of emergency 1:16 depending on the age and maturity of the children, using the conditions outlined in the wraparound care risk assessment.

Booking / Charging Procedures

Please follow the Arbor Wraparound Care Bookings guidance that can be found on our website. Sessions will be charged and payments made via Arbor.

Terms and Conditions

A set of terms and conditions for Breakfast Club and 5:20 Club can be found on our school website. By signing their child/ren up to Breakfast Club or 5:20 Club, parents/carers are agreeing to the terms and conditions.

Payment procedures for 5:20 club and Breakfast Club and management of outstanding payments

Procedural steps	Payment status	Action	Tick box when actioned & date each step
1	Initial payment due	Fee added to Arbor account when child signed in on register	Date: o
2	Arbor account in negative balance at end of month	Provision manager sends email reminder	Date: o
3	Arbor account in negative balance one week into new month	Provision manager sends second email reminder	Date: o
4	Arbor account in negative balance two weeks into new month	School Business Manager emails parents/carers requesting payment by set date deadline	Date: o
5	Non-payment after above steps	Parents/carers invited into school to discuss with Headteacher/Senior Teacher	Date: o

Non-payments

Non-payments could lead to the place for the child being withdrawn from the Wraparound Care Club.

Outstanding owed payments – it is at the School Leadership Team’s discretion as to whether to discount or write off an outstanding debt for the Wraparound Care Clubs that could be due to genuine hardship. However, with the above procedures being followed, a debt should not be outstanding for more than 2 months.

Cancellation

Breakfast club:

Parents/carers can cancel bookings up to an hour before the start of the session, i.e. 7:00am. Cancellations are made by phoning or emailing the school office, or emailing the provision manager.

5:20 Club:

Parents/carers can cancel bookings up to 3.5 hours before the start of the session, i.e. 12:00pm. Cancellations are made by phoning or emailing the school office, or emailing the provision manager.

Early Drop Offs & Late Collection

There is a few minutes’ leeway for late collections and early drop offs, e.g. if a parent/carer has booked their child into the first half of 5:20 Club but doesn’t arrive until 16:35, or booked their child into the second half of 5:20 Club but the child’s other club finishes at 16:25. If a parent/carer is more than a few minutes later than planned, an additional fee will be added to their Arbor account to cover the remainder of the session.

Parents/carers are asked to contact the school office (open until 16:00) or the provision manager (using the emergency wraparound care phone number) if they are unable to collect their child/children before after-school club ends at 5:20. Frequent late collection may result in a child’s space being withdrawn.

Withdrawal of Use of Provision

Breakfast Club and After-School Club reserve the right to withdraw the use of this facility in the following circumstances:

- Failure to pay for use of provision as set out above;
- Should any child appear unsettled or unhappy continually during sessions;
- Where attendance of a child would be to the detriment of either the child, other club members or staff. Please see the Extended Services Behaviour Policy for details.
- In any of these cases the Headteacher or Senior teacher will meet with the parents/carers and the provision manager before such a decision is taken. If a parent/carer does not agree with the decision, a right of appeal exists. This should be directed to the Extended Services Governing Body Committee who will reply within five working days setting out the procedure that will be followed to deal with the appeal.
