



HCPS Wrap Around Care Policy

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HCPS Wrap Around Care Policy

1. Introduction

Hoyland Common Primary School is committed to supporting families through the provision of high-quality Wrap Around Care. The provision offers a safe, welcoming and stimulating environment where children can participate in a range of supervised activities before and after the school day.

The provision aims to meet the needs of working families whilst maintaining the highest standards of care, safeguarding and wellbeing. All children attending the provision will be treated fairly, respectfully and in accordance with the school's policies and procedures.

This policy outlines how the provision operates and the expectations placed upon staff, parents, carers and children.

2. Purpose and Aims

The purpose of the Wrap Around Care provision is to:

- Provide a safe, structured and supervised environment for pupils before and after the school day.
- Support working families through the provision of reliable and accessible childcare.
- Promote children's wellbeing through a balanced programme of play, rest and social interaction.
- Ensure consistency, fairness and high standards of safeguarding throughout the provision.

3. Provision Details

Opening Times

The provision operates during term time only:

Monday to Friday

Morning Session: 07:30 – 08:45

Afternoon Session: 15:15 – 17:30

Friday Afternoon Session: 15:15 – 16:30

Collection and Drop-off Location

All arrivals and collections will take place via the designated Wrap Around Care entrance.

4. Activities and Provision

The Wrap Around Care provision offers a balanced programme of structured and free-play activities appropriate to children's ages, interests and abilities.

Activities may include:

- Colouring and quiet activities
- Physical activity and active play
- Arts and crafts
- Social play and free-choice activities

The programme will promote children's social, emotional and physical wellbeing and provide opportunities for recreation and relaxation.

5. Behaviour Expectations

Children attending the provision are expected to adhere to the school's Behaviour Policy.

Staff will apply behaviour expectations consistently.

Serious or repeated behavioural incidents may result in:

- Communication with parents or carers
- Behaviour support strategies being implemented
- Temporary suspension from the provision
- Permanent withdrawal of a place within the provision

The school reserves the right to withdraw provision where behaviour places the safety or wellbeing of others at risk.

6. Admission and Eligibility

Wrap Around Care is exclusively available to pupils attending Hoyland Common Primary School.

Places are limited and will be allocated according to the following criteria:

1. Current attendees
2. Siblings of current attendees
3. Waiting list order

The school reserves the right to refuse or withdraw a place where:

- Payment arrangements are not maintained
- Behaviour expectations are repeatedly breached

- Late collection occurs

7. Booking and Payment

Booking Procedures

A completed FunClub Booking Form must be submitted to the school office.

Forms are available from the school office.

Places are allocated based upon the sessions requested within the booking form and availability within the provision.

Payment Arrangements

- Payment must be made by the **20th of each month**.
- Payments are processed through Arbor under the "Wraparound Care" section.
- Tax-Free Childcare payments are accepted.
- Payment deadlines apply regardless of payment method.

Charges

Morning Session

- £7.00 per session
- 07:30 – 08:45

Monday to Thursday Afternoon Sessions

- £7.50 per session
- 15:15 – 17:30
- Includes an after-school snack

Friday Afternoon Session

- £4.00 per session
- 15:15 – 16:30
- Snack not included

Late Collection Fee

- £10.00 per child

Late Payment Procedure

Where payments become overdue:

1. The school will contact the parent or carer.
2. Payment must be made within one working day.
3. Failure to pay may result in the withdrawal of the child's place.

8. Collection Arrangements

The afternoon session concludes at:

- **17:30: Monday to Thursday**
- **16:30: Friday**

All children must be collected by the end of the session.

Where late collection is unavoidable, parents or carers must notify the provision as soon as possible.

Parents and carers must inform staff if an alternative authorised adult will collect their child.

Notification may be provided:

- In person
- By telephone
- By email at HCPS.FunClub@hcacademytrust.education

All children will be formally signed out by a member of staff before leaving the provision.

9. Food and Drink

The provision promotes healthy eating in line with school policies.

Morning Sessions:

Children attending breakfast provision will be offered food such as:

- Cereal
- Toast
- Fruit

Afternoon Sessions:

Children attending Monday to Thursday sessions will receive a snack.

Examples may include:

- Fruit
- Crackers
- Toast
- Other healthy options

Food provision will take account of:

- Allergies
- Dietary requirements
- Cultural needs
- Religious requirements

Parents and carers remain responsible for providing any additional food where necessary.

10. First Aid and Medical Needs

All staff working within the provision are First Aid trained.

A staff member with Paediatric First Aid training will be present throughout every session.

First Aid Procedures:

Minor injuries will:

- Be treated appropriately
- Be recorded
- Be communicated to parents and carers

For serious incidents:

- Parents or carers will be contacted immediately
- Emergency procedures will be followed where required

Administration of Medication:

Medication will be administered in accordance with the school's Medical Policy.

This includes:

- Written parental consent
- Secure storage of medication
- Adherence to individual healthcare plans

Personal medical plans for conditions such as asthma and allergies will be always followed.

11. Safeguarding

The Wrap Around Care provision operates fully in accordance with the school's Safeguarding and Child Protection Policy.

All staff:

- Hold Enhanced DBS clearance
- Receive safeguarding training
- Understand child protection procedures
- Follow school safeguarding expectations

The safety of children is paramount.

Strict collection procedures are followed at all times, including the signing in and signing out of all pupils attending the provision.

Any safeguarding concerns will be reported in accordance with school procedures.

12. Notice Periods and Provision Cancellation

Absence from Sessions

Parents and carers must notify the school on the day of any illness-related absence.

Charges will continue to apply where a session has been booked and an absence has not been reported.

Terminating a Place

Parents and carers wishing to withdraw their child from the provision must provide four weeks' written notice via email.

Provision Cancellation

The school reserves the right to cancel sessions in exceptional circumstances including:

- Severe weather conditions
- Building issues
- Staff shortages
- Other unforeseen circumstances

Parents and carers will be notified by email as soon as reasonably possible.

13. Communication with Parents and Carers

Communication regarding the Wrap Around Care provision will normally take place via email.

Parents and carers are responsible for ensuring that:

- Emergency contact details remain accurate
- Email addresses are kept up to date
- Changes to collection arrangements are communicated promptly

14. Roles and Responsibilities

Parents and Carers

- Parents and carers are expected to:
- Complete booking forms accurately
- Ensure payments are made on time
- Collect children promptly
- Inform staff of absences
- Provide up-to-date contact details
- Inform the provision of relevant medical information

Staff

Staff are expected to:

- Provide a safe and stimulating environment
- Supervise children effectively
- Follow safeguarding procedures
- Maintain accurate attendance registers
- Administer first aid where required
- Communicate concerns appropriately

Head of School

The Head of School is responsible for:

- Overall management of the provision
- Monitoring safeguarding arrangements
- Ensuring staffing requirements are met
- Reviewing the effectiveness of the provision
- Addressing complaints and concerns