



St Joseph's
Catholic Primary School



The Way, The Truth, The Life

Wrap Around Care Policy 2025

Our school motto - *The Way, The Truth, The Life* - reminds us of our commitment to educating the whole child: heart, mind and soul.

Approved by :

Position: Headteacher	Name: Tom Collins	Date: 5th September 2025
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St Joseph's Catholic School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club (BC), After School Club (ASC), and Holiday Camps (HC).

The provisions will provide high quality out-of-hours childcare to support our parents and carers. The clubs provide a range of stimulating, creative, and physical activities. Our catering partner will be providing nutritional food and healthy snacks.

The breakfast and after school clubs may be attended on a full time or part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of the school day and therefore operates in line with the school's ethos, values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

The holiday camp dates will be notified ahead of a school holiday and instructions on how to book supplied.

The School will:

- Provide a safe, caring and happy environment.
- Provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child.
- Provide breakfast and/or afternoon snacks.
- Provide the opportunity for a hot / picnic tea at an additional charge.
- Inform you of any concerns which may affect your child's progress or behaviour.
- Ensure equality of opportunity in all activities.
- Be open, welcoming, and available to discuss your child's individual needs.
- Contact you if there is a problem with your child's health, wellbeing or behaviour.
- Always ensure confidentiality.

The Child will do their best to:

- Be polite, friendly, kind and helpful to others.
- Follow the school rules and instructions given by the adults.
- Respect the feelings and opinions of others.
- Be responsible for all the resources.
- Have fun.

The Parents will:

- Ensure that where possible, the sessions for their child are booked in advance.
- Ensure that their child is dropped off and /or collected on time by an adult.
- Contact the school if their child is going to be absent from a session.
- Contact the school promptly if there is a change in adult arrangements or collection times.
- Inform the school of any concerns or problems that might affect their child's wellbeing or behaviour.

Admissions Policy for Wraparound Care

St Joseph's wraparound care and holiday club provisions are available to children of school age who attend our school.

Once a pupil leaves our school the extended day provisions will no longer be available to them. The holiday camps can be available on application but only up to the end of Year 7.

Registration Forms

Parents and carers will be required to complete a registration form including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms MUST be returned directly to the school office or via email to info@stjosephsquildford.com. They must not be handed to staff or be sent in via the child's school bag as they will contain sensitive personal information.

Booking

Once the registration is completed parents and carers will be able to book sessions via Parentmail. You will be required to pay in advance, [unless you are using childcare vouchers](#) or [the tax free childcare account](#) supported by the Government. Payments will be made through Parentmail. Bookings can be made session by session or as block bookings. Sessions can be booked up at any time and places are subject to availability. It is therefore recommended that parents do not rely on 'same day' bookings unless in an emergency.

Maximum Numbers and Waiting Lists

Provisions will be organised for the maximum number of children in accordance with the risk assessment carried out for each provision which will take into consideration the age and needs of the children and the type of activities, in relation to relevant guidance.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agree that the environment is appropriate for the child.
- Liaison will be arranged with the relevant professional support networks if applicable.

Behaviour

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet the expectations outlined in the policy. If the behaviour of a child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the provision for a period deemed appropriate by the Senior Leadership Team.

Opening Hours and Fee Structure.

Breakfast Club:

- Is open term time only with sessions running from 7:30
- Will be closed during the holidays including bank holidays and INSET days.
- The fee for the session will be £7.50 and will include breakfast.
- Sessions should be booked in advance.

After School Club:

- Is open term time only with sessions running from 3:05pm to 6pm.
- Will be closed during the holidays including bank holidays, INSET days and the last day of a full term.
- The fee for each session is £17 which includes 2 snacks.
- Sessions should be booked in advance.

Holiday Camp:

- Is open on all the school holidays with sessions running 8:15am - 6pm, 8:15am-12:15pm, 10am-4pm and 1pm-5pm.
- Will be closed on Bank Holidays and INSET days.
- The fee for a full day will be £30.
- The fees for a morning or afternoon session will be £16 respectively.
- The fee for a 10am-4pm session will be £24
- Healthy snacks will be included but children will need to bring a packed lunch.
- If the demand is great enough we reserve the right to open a holiday camp on an Inset day to further support our families.

Payments and Refunds

Fees must be paid in advance using our online Parentmail system. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc after

you have already made a booking.

Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc. In this instance a refund will be applied to your account. The school will endeavour to give parents as much notice as possible regarding school activities.

If you no longer require the use of Breakfast /After School club or the Holiday Camp due to a change in circumstances, a house move or your child changes school, you will be required to give four weeks notice to qualify for a refund of any remaining balance on your account.

Childcare Vouchers

Child care vouchers can be used for our wraparound care. Please contact the Admin team on 01483 888401 or email finance@stjosephsguildford.com

Arrival and Departure Policy and Procedure

The security and safety of the children attending any school provision is paramount. Staff will not be permitted under any circumstance to make allowances or make changes to the policy and procedure outlined in this document.

Breakfast Club

- Children of all ages must be dropped off by a responsible person, over 16 years of age.
- Children in Year 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.
- BC will be open from 7:30am
- Children can arrive up to 8:15 am to be included in the breakfast provided. After 8:20am breakfast will not be provided.
- A formal register will be taken at the beginning of the BC session. This will subsequently be handed to the admin team to cross reference against bookings made.
- Pupils who have not booked into a session in advance will be billed and further attendance will not be allowed until the debt has been paid and further in advance bookings are made.
- Non- arrival to the BC of an expected child will result in a call being placed to a parent or carer to ascertain the whereabouts of the child. The BC is an extension of the school day and the child's absence could be considered a safeguarding concern.
- Monies will NOT be refunded for non attendance.
- Children will be released from BC by the staff at 8:35am for Infants and 8:45am for Juniors.
- Staff will ensure that the younger children are supervised to get to their classrooms.

After School Club

- Pupils will be escorted to ASC where they will be registered on arrival.
- Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After School Club at the end of their activity by the extra-curricular staff.
- If a child has been booked into ASC, parents must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child.
- At the beginning of each ASC session there will be a formal register taken. This will subsequently be handed to the admin team to cross reference against bookings made.
- Pupils who have not booked into a session in advance could be sent home if there is not adequate staffing.
- If we can accommodate the child, the parent will be billed and further attendance will not be allowed until the debt is paid and further in advance bookings are made.
- If an expected child does not arrive at ASC, staff will contact the relevant teacher, clubs

and school office to confirm if the child attended school on that day.

- If the absence is unexplained, the office staff will contact the named Parent to ascertain the whereabouts of the child.
- At the end of ASC, children must be collected promptly by either a parent or a person named on your collection permission form.
- We will not release children to any siblings or children under the age of 16 years.
- When collecting your child please use the doorbell to attract the attention of the ASC staff, your child will then be brought out to you. Please wait outside unless invited in by a member of staff.
- Parents and authorised adults must sign the collection register before leaving the building.
- For 'first time' pick up. An authorised person will be required to provide a suitable form of identification.
- If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.
- For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission from a senior member of staff or the school office or in written form, including email.

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The supervisor must be contacted and a full description of the person including their name must be provided.
- To establish it is the named person the Supervisor will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.
- The last pick up time for ASC will be 6pm.

Holiday Camp

- If a child has been booked into HC, parents must inform the school no later than 24 hours before if their child will not be attending the day/days booked. This is to ensure the safeguarding of your child.
- At the beginning of each HC session there will be a formal register taken. This will subsequently be handed to the admin team to cross reference against bookings made.
- Children who have not booked into a session in advance could be sent home if there is not adequate staffing.
- If we can accommodate the child, the parent will be billed and further attendance will not be allowed until the debt is paid and further in advance bookings are made.
- If an expected child does not arrive at HC and no prior knowledge of the absence has been received the staff will contact the parents.
- At the end of HC children must be collected promptly from their booked session by either a parent or a person named on your collection permission form.
- We will not release children to any siblings or children under the age of 16 years.
- When collecting your child please use the doorbell to attract the attention of the HC staff, your child will then be brought out to you. Please wait outside unless invited in by a member of staff.
- Parents and authorised adults must sign the collection register before leaving the building.
- For 'first time' pick up. An authorised person will be required to provide a suitable form of identification.
- If a person is added to the authorisation list later, they must be introduced to the staff

and their name added to the collection permissions form.

- For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission from a senior member of staff or the school office or in written form, including email.

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- The supervisor must be contacted and a full description of the person including their name must be provided.
- To establish it is the named person the Supervisor will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

Non- Collection of a Child from ASC / HC

In the event that a child is not collected from the ASC/HC by the end of the session, the staff should:

- Establish if a message has been left by the parent.
- Try to contact the parent. Appropriate messages should be left asking them to contact the camp immediately.
- A member of staff should remain near the telephone in order to receive the call after 6pm.
- If the child has not been collected by the end of the camp's registered session and contact with the named parent has not been established the staff must contact other authorised collectors.
- The Headteacher or one of the Designated Safeguarding Leads must be informed.

In the event that after all avenues of contact have been exhausted and the HC has not received any contact from the parent or authorised collectors, the Headteacher or other designated safeguarding leads will make the decision to contact Surrey Children's Single Point of Access (CSPA). At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either CSPA, the Headteacher or a DSL.

Late Collections at the End of the School Day and from all Provisions and Associated Fines

The school reserves the right to apply the following fines for late collections at the end of the school day, at the end of After School Club and at the end of a Holiday Camp day.

- If you are late picking up at the end of the school day, (after 3:15pm for Infants, and after 3:25pm for Juniors) your child will be taken to ASC and you will be charged £15. The school will use its discretion in the case of emergencies and if the office has been notified before 2:30pm that day.
- If your child is not collected from their booked session in any of the provisions you will be charged £20.

Contacting the Breakfast Club, After School Club and Holiday Camps.

During normal school office hours (8am to 4:30pm) the school office staff will take your message and share it with staff in the BC and ASC.

Alternatively, parents can email the school office: info@stjosephsguildford.com and the school office staff will share it with the staff in BC and ASC.

During the school holidays parents will be provided with a mobile phone number which will allow them to contact the HC supervisor.

Food, Allergies, and Intolerances

The school caterers will be providing the food for all the provisions. Our wraparound care staff will be made aware of School Food Standards and where required will receive training in food hygiene.

The team will provide for those children who have food allergies, intolerances or other food requirements, such as restricted diets, provided parents inform us beforehand on the registration form.

We are a nut free school site and cannot serve or allow children to bring nuts or products containing nuts into school.

If you wish to provide your child with their own breakfast / dinner food and/or snacks, these must be nut free and there will not be any deduction in fees.

Sickness and Medication Policy

Sickness

The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the main school line on the first day of their child being absent with an illness and give the reason.
- Children with head lice are not excluded but must be treated to remedy the condition.
- Parents are asked not to bring their child to HC if they have had vomiting or diarrhoea, until at least 48 hours have elapsed since the last attack.
- Parents will be notified immediately to collect their child if they become unwell or develop an illness whilst at BC/ ASC and/or HC. Every effort will be made to keep the child calm and comfortable.
- Good hygiene practice including handwashing is always carried out.
- BC, ASC and HC staff will follow the school's first aid policy.

Medication

The BC, ASC and HC provisions are not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

The BC, ASC and HC will not administer any medication during sessions. Any medication administered by the school will be passed to the club supervisor to be handed back to the parent.

Any current health care plans for asthma etc will be shared by the school with the club supervisor, with consent from the parent.

Procedure in the Event that the Provision is Unable to Operate

Breakfast Club, After School Club and Holiday Camps will endeavour to operate at all the required times by using a bank of school support staff who may be able to cover staff absence at short notice.

However, in unforeseen circumstances it may be in the best interest of children's safety that BC/ASC/HC's do not operate. If the school is not open due to exceptional circumstances then BC, ASC and HC's will also be closed.

If one of the provisions cannot operate as much notice as possible will be given to parents to ensure adequate childcare arrangements can be made. In the event that a provision cannot operate at short notice the club managers and Headteacher will instruct the necessary staff to contact parents and advise them of the situation.

Fees will be credited if the club cannot operate (see above for full details).

Fire Safety and Emergency Evacuation.

St Joseph's school premises present a low risk of fire by ensuring the highest possible standard of fire precautions. Staff are aware of the current legal requirements and the school's emergency evacuation plan.

Procedures

- BC, ASC and HC's are part of St Joseph's Primary School and are therefore covered by the same fire safety risk assessments and procedures.
- For clarity, the assembly point in the event of an evacuation because of fire will be the MUGA.
- A fire drill will be conducted on the first day of any Holiday Camp. The onsite Supervisor will be the designated Fire Marshall on any given day.
- On arrival at an assembly point a register will be taken and a second member of staff will sweep the buildings for any child reported as missing. A walkie talkie will be used to stay in touch and confirm when the child has been located.
- All fire drills will be timed and recorded in the Fire Safety folder, which is located in the Premises Managers office.
- In the case of a real fire, a member of staff will activate a call point. All staff and children will then follow the emergency evacuation procedures and the Supervisor or nominated person will call the emergency services.

Accident and Incident Reporting.

A full pediatric trained First Aider will always be available on site for all the wraparound care provisions.

Incidents and accidents will be recorded using the schools standard procedures. The procedures are outlined in our school's First Aid Policy.

Health and Safety and Security.

All of the wraparound care provisions will follow the school's health and safety and security procedures set out in the relevant policies.

In addition:

- Staff at the provisions will remain in communication using walkie talkies when staff take groups of children outside or to another area of school.
- In the case of an emergency the school office/ Headteacher/ member of the SLT or available school staff will be called upon to attend immediately, unless already supervising children.
- ASC and HC's will be contactable by mobile phone on 07718937039.