



Manor Field Infant School

Wrap Around Club Policy

Ratified by Governors: May 2026

Review due: May 2027

Manor Field Infant School**Wrap Around Club Policy****Introduction**

Manor Field Infant School's Wrap Around Club was set up in September 2016.

Aim and Objectives

To support families by providing children aged 4-7 years with high quality wrap-around childcare on the school site, including a healthy breakfast in a safe, welcoming environment from 7.45am to 8.45am and a 'light tea' from 3.15pm – 5.45pm during school term-time.

- To provide a reliable, affordable service for working parents
- To employ caring, capable staff
- To encourage children to make decisions about healthy food and drink and to provide an atmosphere where they can develop their social skills
- The club does not aim to provide the same range of activities as private breakfast/after school clubs

Staff

The club will be led by the Wrap Around Club Manager, who has an enhanced DBS disclosure and a certificate in 'Food Safety'. The Executive Headteacher or a member of the Senior Leadership Team is always contactable during the hours of the club's operation. Club staff are able to supervise children on a ratio of 1:30.

Policies

The Wrap Around Club is subject to the school's policies and procedures. Copies of all our policies are available from the school office on request or on the school website.

Safeguarding

The Wrap Around Club is subject to the school's Safeguarding Policy and protocols. The Designated Safeguarding Lead (DSL) is the Head of School. The Executive Headteacher or one of the deputy DSLs is always be contactable when the Wrap Around Club is running.

Behaviour

Children attending the Wrap Around Club are expected to behave according to the expectations set out on the School Behaviour Policy. Incidences of bad behaviour at the Club will be reported to the Head of School who will take appropriate action.

Risk Assessment

A risk assessment is carried out annually by the Club Manager or in the event of any change that would require the risk assessment to be reviewed.

Place Availability

Parents wishing to book their child into the Wrap Around Club should either enquire at the school office or book a place using our on-line booking system. Places are strictly limited, and if the club is over-subscribed, a waiting list will be held. In an emergency, if space is available, we will accept children (and fee) on day required. The school office (manned from 8.30am – 4.00pm Monday to Friday) can be used to determine space availability.

Fees

From September 2022 the fee for Breakfast Club will be £4.00 per session per child. The fee for After School Club is £11.00 per session per child. All fees are payable in advance. In the event of non-payment we reserve the right to withdraw access to the Club until fees are paid in full.

Children who are not booked into Wrap Around Club, but have not been collected from school by 3.30pm will be placed in the Wrap Around Club and the full session charge of £11.00 per child will be applied.

Any children not collected from the Club by 5.45pm will incur an immediate fine which is based on the cost for each member of staff who are required to remain with the child. The fine will increase in 30-minute increments with a minimum 30 minute cost payable.

Bookings which are cancelled with less than 24 hours' notice will result in the full charge being applied.

The fees are subject to an annual review.

Communication with Parents/Carers

Verbal communication with parents/carers bringing children to the Club may be made directly to the Manager or other member of staff at point of drop off.

Daily Routine**Breakfast:**

- All Club children must attend Manor Field Infant School and wear school uniform.
- Children should arrive from 7.45am.
- No responsibility will be taken for pupils before 7.45am.
- Entrance to the Breakfast Club is through the Library door entrance.
- The Club Manager will take a register daily.

- Breakfast will be served in the Rainbow room. The children will be served a healthy breakfast.
- Children will have supervised activities in the library, Rainbow room, hall or school grounds.
- At the beginning of the school day children will be sent to their classes.
- The Breakfast Club Manager will ensure the register is kept up to date and given to the school office on a Friday evening.

After School

- Children are collected and escorted with all their belongings to Rainbow Room.
- The Club Manager will take a register.
- Tea will be served in Rainbow room. The children will be served a 'light tea'.
- Children will have supervised activities in the library/ Rainbow room/Hall or school grounds.
- Children should be collected from the Library door and parents will alert the team to their presence via the doorbell.
- Parents to sign out children when collected with a signature.

Home Work

- Homework will be completed and signed by a member of the after school team, reading will also be completed in the breakfast session.

Menu

Breakfast

Children will be served a selection of cereals, toast and crumpets, milk and fruit juice. A range of spreads are also on offer.

After School

Children will be served a light tea. The following is a list of examples as is not exclusive. :

Sandwiches, crackers & cheese, beans on toast, spaghetti on toast, crumpets, hot dogs, pizza, pasta cheese/Bolognese. Fresh fruit or yoghurt, squash and milk will also be offered.

Allergies/Intolerances

Parents/Carers are asked to advise the Club Manager of any allergies or intolerances. A list of children with food allergies will be maintained and adhered to.

Medical Conditions

Medication is kept in the school office and asthma inhalers are kept in the child's class. A member of staff will collect the classes medication bags each morning and each afternoon and return them to the classrooms after each session. The Administration of Medicine Register will

be completed by the member of staff and parents notified of medication given when the child is collected. For full details of refer to the Administration of Medicine Policy.

Equality

Manor Field Infant School is committed to being an inclusive school. Ensuring that all our pupils are able to access our Wrap Around Club is one of our equality objectives. This means that we are taking positive action to eliminate any barriers which may prevent children with SEN/disabilities attending our clubs. We are also working hard to guarantee that our school clubs are open and accessible to all our pupils regardless of their race or gender. If your child would like to attend and has additional needs, or you have any concerns, please speak to us about how we may support you.

Emergency Procedures

In case of an emergency where children have to be evacuated from the building, the Wrap Around Club Manager will take the register outside and inform the Headteacher when pupils are checked and present.

In the case of a medical emergency, the child's details, medical conditions, parent's contact details etc are kept in the school office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

If First Aid is administered a record will be kept of this using the school's online accident recording system and parents will be contacted if necessary.

If the Wrap Around Club was unable to open due to a school closure, low staff ratio or other unforeseen circumstances, the school retains the right not to operate the Club on that morning/afternoon with no prior notice.

Complaints

We hope that you find every aspect of the Wrap Around Club satisfactory. If you have any reason to complain, please contact the Head of School, or make an appointment through the school office.

Reviewed: May 2026

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