



Wraparound Provision Policy

September 2025

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Mark Lowe, Headteacher	September 2025	Annually



MISSION:

TOGETHER WE CAN ACHIEVE

Be kind to one another and build each other up. 1 Thess 5:11

VISION:

WE AIM TO DEVELOP A **PASSION FOR LIFELONG LEARNING**
EXPLORING **LIFE IN ALL ITS FULLNESS**
WITH **HOPE AND ASPIRATION**
THROUGH A **WORLD CLASS EDUCATION**

I have come that they may have life, and have it to the full. John 10:10

SCHOOL VALUES:



Jeremiah 31:3

*I have loved you with an everlasting love;
I have drawn you with unfailing kindness.*



Psalms 118:24

*This is the day that the Lord has made;
let us rejoice and be glad in it.*



Psalms 133:1

*How good and pleasant it is when
God's people live together in unity!*



Jeremiah 29:11

*For I know the plans I have for you,
declares the Lord.
Plans to prosper you and not to harm you,
plans to give you hope and a future.*

Sneinton St Stephen's Church of England Primary School

Wraparound Provision Policy

Statement of Intent

At Sneinton C of E, we are committed to providing pupils with opportunities to advance their knowledge, skills and wisdom and to prepare them for life beyond school. This intent outlines our ethos, aims and commitment to pupils who attend wrap around care provision.

Our vision and values aim to ensure our pupils:

- Have healthy lifestyles.
- Are provided with a safe and happy environment.
- Enjoy wrap around care provision and to achieve in everything they do.
- Make a positive contribution to the school and their community.
- Establish skills which will be essential for adult life.

We aim to:

- Provide a happy, safe, and stimulating environment for all children to play, learn and develop freely.
- Provide the opportunity for all children to participate but also for them to rest and have quiet time as and when they want it.
- Give all pupils the chance to learn through exciting activities based on the school's broad and balanced curriculum.
- Help pupils to develop responsibility for themselves and their actions, and to become confident, independent, and cooperative individuals.
- Encourage pupils to have a positive attitude and respect themselves and other people.
- Promote a positive relationship with parents and work in partnership with them to provide high-quality play and care for their children.

The school is committed to the following:

- Providing varied care and play opportunities for pupils that cater for a range of interests and abilities.
- Ensuring activities within wrap around care provision are inclusive, not discriminatory, and accessible for all.
- Ensuring activities promote the social, emotional, and mental health of all pupils.
- Providing pupils with access to a variety of facilities and equipment that are safe to use, and ensuring pupils are always supervised.
- Ensuring staff running wrap around care provision always put the needs of pupils first.
- Adhering to relevant legislation that always keeps pupils safe and free from harm.
- Ensuring staff always adhere to their safeguarding duties and report any concerns they may have to the Designated Safeguarding Leads.
- Ensuring staff are qualified, and that any volunteers and staff on duty have undertaken the relevant security checks and these are listed in the Single Central Record.
- Promoting a positive and inclusive environment for pupils and tackling any incidents of bullying immediately in-line with the school's Anti Bullying Policy.
- Listening and responding to pupils' views and concerns.
- Keeping parents informed of school policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing pupils' achievements, experiences, progress, and friendships, along with any difficulties that may arise.
- Ensuring pupils are provided with food that promotes healthy choices and a balanced diet.

The club has been set up to follow Ofsted's National Standard and guidelines.

Equal Opportunities

Our provision is committed to taking positive and proactive steps to ensure we provide a safe and caring environment, free from discrimination. All the children are entitled to equal access to a broad and balanced provision. We encourage all children to succeed and reach their full potential, regardless of race, religion, gender, language, intellectual or physical ability, social class or personal circumstance.

We aim to provide a welcoming and caring environment that promotes and reflects cultural and social diversity whilst ensuring equal accessibility to all.

Behaviour Expectations

We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. Children who attend our Wrap Around Care Provision are expected to show the same expectations of good behaviour as listed in our school Behaviour Policy.

We encourage positive behaviour in Wrap Around Care Provision and ensure children are:

- Careful and kind to each other.
- Polite and friendly to all.
- Helpful to each other.
- Enjoy playing and working together.
- Follow the agreed rules.

Everyone in Wrap Around Care Provision has agreed to:

- Recognise and highlight positive behaviour as it occurs.
- Ensure children are praised for behaving well.
- Explain and model behaviour we wish to see.
- Encourage children to be responsible for their own behaviour.
- Inform parents about their child's good behaviour.
- Keep our children safe from harm in accordance with the School's Safeguarding Policy

Copies of the school behaviour policies and procedures can be found on our school website or requested at the office.

Pupils and Parents Agreement

To ensure our Wrap Around Care Provision is efficient and effective, we ask that both pupils and parents commit to the following:

Pupils:

- Act in accordance with the school's Behaviour Policy.
- Treat everyone with respect and kindness.
- Participate where possible.
- Always respect and look after the equipment and resources.

Parents:

- Read all the relevant school policies which are available on the school website.
- Pay for fees within the specified timeframe.
- Inform us or the school office if anyone else is to collect your child.
- Work with us to achieve the best for your child.

Costs and Payments

- | | |
|---|-------------------|
| • Breakfast Club: 7.45am to 8.45am (Monday – Friday) | £5.00 per session |
| • After School Club: 3.15pm to 5.30pm (Monday – Thursday) | £9.00 per session |
| • After School Club: 3.15pm to 5.00pm (Friday) | £8.25 per session |

Please pay all Wraparound Provision fees at the office or online through our Payments App.

We encourage all money owed to be paid at least by the end of each month. If the school is owed money with no satisfactory explanation or timeline of payment, then the school maintains the right to withdraw the Breakfast/After School place. Notice will be given.

Registration and Booking

Before starting at the Breakfast or Afterschool Wraparound Provision, parents and carers will need to complete an Admissions Form, Emergency Medical Treatment form and state the number of mornings and/or evenings required. We will also need to know whether your child has any intolerances or allergies.

It is important for parents and carers to keep us up-to-date with any changes to these details whilst your child is registered with the club.

We run with the ratio of 1 staff member to 8 children under the age of 8. The minimum number of staff on duty is 2 each session.

Preference will be given to children who book on a regular basis.

We ask that, parents commit to the days they require every week. Places can be booked on a half-termly basis and then renewed after this. We will accommodate changes if the places are available.

If you know your child will be absent on any of the mornings or evenings booked for the half term, please inform us as soon as possible.

If we are able to fill the session with another child requiring extended care provision, there will be no charge for the absence. However, if we are unable to fill the session you will still be required to pay for the session originally booked.

To terminate attendance to the club, notice needs to be given in the half term before the term you wish to cancel.

Attendance and Delivery to school

Breakfast club begins at 7:45am. On arrival a parent/carer will be required to sign their child into the club and acknowledge arrival to a member of staff. Children will be admitted through the Community Room door. We will not allow entry to a child who has not been signed in by an adult.

The children will be taken to their line/class by a member of the Wraparound Provision team.

Health and Safety

Our club takes the health and safety of the children extremely seriously. All staff are familiarised with the provisions contained within our Health and Safety and Child Protection and Safeguarding policy as part of their induction and are expected to act in accordance with them at all times.

We ensure that:

- Regular risk assessments are conducted
- Health and Safety checks are carried out before each session
- Fire drills will occur once a term.
- All staff are enhanced DBS checked.

Medication & First Aid

All medication should be administered before arriving at the club. If this is not possible, written consent must be put in the medication record book. Staff are happy to administer medication for you. A signed note must be attached giving permission and instructions regarding dosage.

- First Aid will be administered by qualified first aiders.
- At least one member of staff will be paediatrically trained.
- Parents will always be informed of any action taken.

Opening Times

Breakfast Club is open **Monday to Friday** during term-time only, (excluding Bank Holidays and INSET Days) and open from **7.45am until 8.45am**.

After School Club is open **Monday to Friday** during term-time only, (excluding Bank Holidays and INSET Days).

Monday - Thursday starts at **3.15pm until 5.30pm**.

Friday starts at **3.15pm until 5.00pm**.

Contact Information

For more information and to enquire about booking your child a place at our Breakfast or After School Wraparound Provision, please contact:

Mrs Tracey Shilcock, Office Administrator

Tel. 0115 9151370

E. tracey.shilcock@sneinton.nottingham.sch.uk



Parent/Carer Agreement Form: Sneinton Wraparound Provision

The Wrap Around Provision Policy forms part of the registration process and must be signed before your child joins the provision.

Child(ren)s name(s)

.....

.....

Parent/Carer

I have received and read this policy.

I understand its content and agree to abide by the procedures described.

Signed

Signed

Date

Name in block capitals

Relationship to child

PLEASE RETURN THIS COPY TO THE SCHOOL OFFICE