St Peter's C.E. Primary & Nursery School

Extended Provision Policy Statement

Reviewed: December 2025

St Peter's CE Primary & Nursery School Wraparound Care

Breakfast Club

Opening daily **7.30 am** until **8.40 am**

£4 from 8am
£5 from 7.30am each day.

Breakfast is served until **8.25am**.

The Breakfast Club is run by:
Miss Edwards
Members of staff are:
Miss Edwards, Mrs Baker, Miss Robinson, Mrs Nolan, Mr Nolan, Mrs Griffiths

MENU

Toast – Butter, Jam, Marmalade.
Cereal – Rice Krispies, Weetabix, Cornflakes, porridge
Fruit
Yoghurts
Drinks –Water, Milk.

Happy Days After School Club
Open daily **3.15pm until 6pm**

£12 for the 6pm finish
£5 for the 4.30pm finish

Members of staff are:
Miss Robinson, Miss Ford,
Miss Edwards, Mr Nolan, Miss Wootton

The Wrap Around Care facility is based within the school site and caters for children aged between 3 and 11 years old. It is a Breakfast and After-School club where children can enjoy a varied activities programme, it is based in the creative hub on KS2 playground. Activities on offer include a book/reading, homework & quiet area, music, and dancing, dressing-up and role play, table football, cooking and regular arts and crafts features. In addition to this, the after-school club has access to an exceptionally large outdoor area where children have supervised outdoor activities and games. We are more than happy to assist children with any homework they wish to complete during their time

with us; however, we will not insist that any child does their homework at wrap around care as this is not the purpose of this facility.

Our Mission statements

The extended day provision at St Peter's Primary School aims to care for the children who attend St Peter's Primary school. We aim to support families before and after school hours during term time. St Peter's Primary School seeks to work in partnership with all families by providing high quality care within a stimulating and purposeful environment. We aim to ensure all children are in a caring environment which enables them to learn and develop through their play and socialisation with other club members. We aim to provide a happy, safe, and stimulating environment for all children to play, learn and develop. We encourage the children to foster a cheerful outlook and respect for both them and other people.

Breakfast Club and Happy Days After School Club

Extended provision is organised by St Peter's Primary School and is run by members of our staff.

We provide extended school activities that are designed to allow children to be in school from 7.30am until 6pm term time only.

We aim to provide an enjoyable and varied activity programme which will include activities such as arts, crafts, games, quiet areas for homework and outdoor play.

Children will be offered a healthy breakfast or healthy snack.

Children are encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day or after the school day has ended.
- To enable pupils to eat healthily in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils.
- To supervise and support homework commitments.
- To provide an environment where children can discuss their day.
- To provide an affordable, consistent, and reliable service for working parents.

Organisation of Breakfast Club Breakfast club is held in the Creative Hub and is open to all pupils attending St Peter's Primary School. It is open from 7.30am to 8.45am but children should arrive no later than 8.25am if they are wanting breakfast. Last admission to the club will be 8.25am. Parents must Register and book their child/ren in for wraparound care using the Arbor Parent Portal on the previous day where possible. Accounts must be in credit to enable you to book. You may be asked for your name on dropping your child off to enable us to fill in our registers. **Parents must escort their child/ren to the door and not let them arrive unaccompanied.**

Organisation of Happy Days after school club is held in the Creative Hub and runs from 3.15pm until 6pm. KS1 children will be taken to the hub by a member of staff from their class. KS2 children will be sent at the end of the day by their class teacher.
Parents must Register and book their child/ren in for wraparound care using the Arbor Parent Portal. Accounts must be in credit to enable you to book. If parents are having trouble booking even with credit on the account, please call the office so that we can confirm if the club is full.

Children can only be collected from the Creative Hub by adults who are known to staff and guardians who are authorised to collect. If it is necessary for someone else to collect your child, we respectfully request that you introduce them to the staff prior to the collection, or call the school office to advise us of the pick up arrangement. The person collecting the child may be asked for identification. Anyone collecting a child will be asked for their name which will be added to a register and kept safely in the office. You may be asked for your name on collecting your child to enable us to fill in our registers.

Parents running late to collect their child/children must inform us as soon as possible. The club reserves the right to charge for late collection to cover staff time. A fee of £5 will be charged for the first 15 minutes and a further £5 for any subsequent 15-minute period.
The club reserves the right to withdraw your child's place if you are late collecting on more than three occasions.

Children must be booked into the club prior to attending

It is with regret that full fees remain payable in the event of your child's absence or sickness if sessions have been pre booked (unless we are contacted a week in advance). Please inform the school office if your child is going to be absent.

Parents/guardians are not permitted to park/drive through the doctor's car park to enter the Creative Hub car park. We ask that you walk to the Creative Hub to collect children by following the walkway route on the doctor's car park.

Children's Details

The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office & Creative Hub. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Emergency Procedures

In case of an emergency where children must be evacuated from the building, the register will be taken and the children checked against the register to ensure they are present. Evacuation procedures are in line with those practised during the school day.

In The Event of a Fire Drill

Children should exit the Creative Hub and assemble on the KS2 playground. All registers will be taken, and the children checked.

First Aid/Illness/Medication

If First Aid is administered, the treatment given is recorded on the Meditracker app that the school use. An email will be sent home informing you of the incident. A telephone call will be made to inform parents if a child has a head/serious injury, and you may be advised to collect your child.

Inhalers

Parents/guardians please ensure that the Creative Hub have your child's inhaler named and in date.

An updated list of children with illness and allergies is kept at both clubs and all staff are aware of this.

Should your child become unwell whilst at a club a member of staff will contact you. You will be requested to collect your child only if necessary.

Clubs will only administer prescribed medication. When you are completing the medication form for the school, please inform the office staff that your child will be attending a club.

Medication forms are kept at the Breakfast Club to complete for any prescribed medication.

Staffing and Supervision

The children are always supervised. The correct ratio of staff to children is always adhered to. All members of staff are DBS checked. At least one member of staff on duty will hold a current first aid certificate and staff have attended the food hygiene course.

Members of staff are required to conduct themselves at all times in a professional, courteous, helpful, warm, and consistent manner and staff will dress appropriately for working with children and with regard of health and safety issues.

Safeguarding

Wrap around care will follow the school's Safeguarding and Child Protection Policy (available on the school website) All safeguarding concerns are promptly and appropriately raised using the electronic reporting software operated by the schools and will be monitored by the schools' designated safeguarding leads. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Food

Children will be offered a range of healthy food for breakfast or afternoon snack, and we follow guidance from the Department of Education "Checklist for School Food" document . Provisions are made for dietary requirements and allergies.

We have a three-week light tea menu for those children staying after 4.30pm. Please notify us if your child has any special dietary requirements or allergies. Children will not be allowed to bring in their own food and drink into clubs.

Behaviour Policy

The behaviour policy for all clubs is in line with the School's Behaviour Policy. It is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to always show a good standard of courtesy and behaviour. If there are concerns with behaviour, then parents will be contacted. Exclusion from the club will be the final sanction from such provision when all strategies have failed.

Pricing – Breakfast Club

The breakfast club daily fee is currently £5 from 7.30am and £4 from 8am per day.

Parents are to book by phoning the school office at least two days in advance, parents can do this on the Arbor app, or call the office team for assistance.

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running costs. It may be necessary to change fees from time to time, however parents/carers will always be given at least one month's notice of this. Refunds are not given in the case of absence.

Pricing- After School Creative Hub

After School Club is currently £12 for the 6pm finish to include a light tea in line with guidance from the Department of Education "Checklist for School Food" document & £5 for the 4.30pm finish to include a snack and drink. Parents are to book online using Arbor, or call the office at least two days in advance. After School Club spaces are limited and demand is high, so we advise booking early if there are days that you need child care for.

In cases of emergency places that may be available on the day, the school needs to be contacted by 1pm. If you book a place on the day and then cancel, you will still be charged.
You can amend booking times (but not cancel) by contacting a member of the office staff and this needs to be done 48 hours in advance.

You may be eligible for the Childcare Tax Credit to assist with childcare fees. Further information or a claim pack can be obtained through www.hmrc.gov.uk/taxcredits or call the Tax Credit helpline on 0845 300 3900

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence will be organised by school, who keep a register of staff available for cover and who will arrange as and when needed.

Risk Assessment

A risk assessment has been conducted for both clubs. This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

Partnership with Parents

Your needs are important too. We are always happy to receive your suggestions and ideas. From time to time, we will issue a survey to obtain your feedback on our clubs so that we can improve the services we offer you and your child. Our policies and procedures are always available for you to view.

Partnership with Children

Children participate in decision making as much as possible. Children participate in creating the activities programme for the Clubs. The school rules that the children have in place for behaviour and dealing with bullying are followed through at both clubs. Children are encouraged to share their ideas and to make suggestions on improving the clubs. Staff will always be available to listen to your child.

Equal Opportunity & Inclusion

We operate an equal opportunities policy where we work towards eliminating discrimination based on sex, race, culture, religion, disability, age, marital status, and nationality. This will be achieved by promoting positive self-image, self-esteem, and anti-discriminatory practices and by respecting each other's diversity, languages, cultures, beliefs, and principles.

Privacy Notice

At Wrap Around Care, we respect the privacy of the children attending the club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending St Peter's Primary and Nursery School. We will use the contact details you give us to contact you via phone, email, and post, so that we can send you information about your child, our club and other relevant news, and so that we can communicate with you regarding payment of our fees. We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (e.g., Arbor— to issue invoices)

Terms & Conditions

SESSION TIMES	SESSION COSTS
7:30am – 8:45am (inc. breakfast)	**£5**
8:00am – 8:45am (inc. breakfast)	**£4**
3:15pm – 4:30pm (inc. snack & drink)	**£5**
3:15pm – 6:00pm (inc. light tea)	**£12**
4:00pm/4:15pm – 4:30pm after attending extra-curricular club (inc. snack & drink)	**£2**
4:00pm/4:15pm – 6:00pm after attending extra-curricular club (inc. light tea)	**£9**

FEES

♦ Sessions must be booked and paid for in advance.
♦ The price per session per child applies to all children. This is payable for all booked sessions including when your child is absent and when Wrap Around Care is cancelled less than a week in advance. We do not charge for bank holidays.

CHANGES TO DAYS AND CANCELLING YOUR PLACE

♦ You must give a weeks notice of changes in attendance in order to receive a refund. We will try to accommodate such changes wherever possible.
♦ For safeguarding purposes, parents must notify school if a child will not be attending, but is already booked in. If a child does not arrive when they are expected, an investigation would ensue to ensure that child is safe. If you know in advance of any days when your child will not be attending, please email as soon as possible.