



Wraparound Provision Policy

Headteacher review: Summer 2026

Review date: Summer 2027

Aims

- To provide a safe environment that is supportive and encouraging where children can meet their friends, make new ones, try out new activities, relax have fun and enjoy.
- To help parents with affordable, and safe childcare in a familiar setting.

Terms and Conditions

Opening Hours

The wraparound sessions run from 7.45am to 8.45am and 3:15pm to 5:00pm, Monday to Friday term time only. Term time dates are in line with St Bartholomew's C of E School and can be found on the school website. The club will not run after school on the last day of each term. This service is only available to those children who attend our school.

Applying for a space

- All sessions must be booked and paid for online via Arbor.
- The online booking system closes 24 hours before the session starts. This allows time to plan the correct levels of staffing.

Fees

- Sessions are to be booked and paid for in advance of attending the club via Arbor.
- Payment must be made using Arbor or tax-free childcare vouchers.
- For tax-free childcare vouchers, St Bartholomew's School is listed as a provider. Upon making your payment through the system, you will need to email the school office (admin@stbarts.herts.sch.uk) with details of your payment reference and the transferred amount. Please note: the payment will not immediately show in your wrap club account as it will need to be reconciled to the bank. Please allow sufficient time (minimum of 3 working days from emailing the school office) prior to needing to make a booking.
- In booking a space, you are committing to the sessions and agree to fulfil the financial commitment for this.
- Fees will not be waived through absence or sickness.
- We reserve the right to review fees termly. Notice will be given in writing as soon as practical.
- A fee of £10 will be charged to any child who has not been collected by the end of their booked session (eg. A session that ends at 5pm will be charged £10 from 5.00pm – 5.30pm and thereafter £20 per half hour).

Cancellations

Parents/Carers are required to give written notice for an individual session cancellation. No refunds are given for illness, non-attendance or changes of plan. Refunds or credits are only issued if the school cancels a session.

Late payment of fees

In the event that fees are not paid on the due date the club reserves the right to withdraw provision.

Arrivals and Departures

Entry for the morning provision will be through the front entrance of school. Admittance to the after school provision will be straight from their class at the end of the school day where they will be registered with the staff. Children can also join once they have been dismissed from any of the other after school activities.

- Please collect your child promptly at the end of the session. Otherwise a late fee will be

incurred, as detailed above.

- If you have any problems with collection please call the school office on the usual school telephone number 01442 822364. The office is open from 8.30am until 3.30pm, Monday – Friday.

Uncollected children

- If a child has not been collected by 6.00pm or 5:15pm on Friday parents/carers will be contacted in the first instance by telephone.
- The additional contacts parents/carers have provided will be telephoned in the second instance.
- If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

Medicines

Medicines not prescribed by a doctor cannot be administered.

If your child is asthmatic or requires an epipen, please ensure that you have completed the required forms and returned it to school. It is vital that they have an accessible inhaler and epipen during wraparound. They must therefore bring this with them each day that they attend. If we do not have these in school, the child will not be able to attend the club.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Wraparound staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents/Carers of any child who become unwell during Club will be contacted immediately.
- If a child is sent home during school hours, Club will be informed of their absence.

Personal property

- All items of clothing and personal property should be clearly marked.
- The club cannot accept any responsibility for loss or damage to personal property however caused.

Emergency contacts

- It is essential that the club can contact a parent/carer or alternative emergency contact at all times. We will use the emergency contact details supplied to school – please check Arbor to ensure these are up to date and contact the school office with any amendments.

Policies

The Wraparound Provision follows the policies of St Bartholomew's C of E School. This provides consistency to the children.

Child Protection

All staff follow our rigorous safeguarding children procedures and have an enhanced DBS check. If you have any safeguarding concerns, please contact Mrs. Wall, our Designated Safeguarding Lead (DSL) or in her absence our Deputy DSL's, Mrs. Mowbray or Miss Nakar.

Complaints

We sincerely hope that you never have cause to complain but if you do please follow this procedure:

- Firstly, speak to the wraparound staff; your concern may be quickly allayed by them.
- If you are still not satisfied please make an appointment to speak to the Headteacher.
- If you are still not satisfied please follow the school's complaints procedure.