

Honington Church of England Primary School

Wraparound Care Policy 2025–2026

1. Introduction

Honington Church of England Primary School is committed to providing high-quality wraparound care that supports our families and upholds our school's Christian values. Our provision aims to offer a safe, nurturing, and engaging environment before and after the school day, where children can relax, socialise, and take part in meaningful activities led by trusted school staff.

This policy outlines the expectations, procedures, and fees for our wraparound care for the academic year 2025–2026.

2. Aims

The aims of our wraparound provision are to:

- Provide a safe, caring, and consistent environment for all children.
- Support working parents and carers by offering reliable childcare before and after school hours.
- Promote our school values of Kindness, Excellence, and Respect at all times.
- Encourage positive behaviour and healthy habits through play, activities, and nutritious food.

3. Staffing

Our wraparound care is delivered by Honington Church of England Primary School staff, ensuring consistency of care, familiarity for the children, and alignment with the school's ethos and expectations. All staff are subject to the same safeguarding and training requirements as during the school day.

4. Behaviour and Expectations

All staff, children, and parents are expected to follow the Honington Church of England Primary School Behaviour Policy during wraparound sessions. We promote positive relationships, mutual respect, and the same high standards of behaviour as expected throughout the school day.

5. Session Times and Fees (subject to change)

Breakfast Club

- Time: 7:45am – 8:40am
- Fee: £5.00 per session

- Food: A healthy breakfast is provided.

After School Club

- Time: 3:15pm – 5:30pm
- Fee: £7.50 per session
- Food: A healthy snack is provided.

6. Bookings and Payments

- Parents and carers may book sessions up to 24 hours in advance, subject to availability. Booking is available via Arbor.
- Spaces are limited and allocated on a first-come, first-served basis.
- Any child who requires a place after the 24-hour booking window must contact the school office to check if a space is available. If a child attends without a booking via Arbor parents will be called to collect their child.
- If a child is not collected at the end of the school day and needs to attend After School Club without prior communication, the full session fee of £7.50 will be charged.

Payment is due at the end of each month.

Tax-Free Childcare:

- We accept Tax-Free Childcare (TFC) payments.
- Our reference is 124702.
- Parents must provide their child's TFC reference number to allow us to track payments.
- Once payments are cleared, your Arbor account will be updated accordingly.

Non-Payment:

- Non-payment or repeated late payment of fees may result in the withdrawal of your child's place in the wraparound provision.

7. Cancellations, Refunds, and Non-Attendance

- Once a session is booked and a space has been allocated, fees are non-refundable, including in cases of illness or holidays.
- In exceptional circumstances (e.g. long-term illness), the Headteacher may consider a refund or credit. Please contact the school office for further information.

8. Late Collection

Children must be collected promptly by 5:30pm at the end of After School Club.

- A late collection fee of £10 will be charged for any collection after this time.
- Repeated late collections may result in withdrawal of a child's place in the wraparound provision.

9. Safeguarding and Health

Safeguarding remains our highest priority. Wraparound care follows the same safeguarding, first aid, and emergency procedures as the main school. All dietary needs, allergies, and medical information must be shared with the school before attendance.

10. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body to ensure it remains in line with school priorities, statutory requirements, and the needs of our families.

Approved by: Governing Body of Honington Church of England Primary School

Date of Implementation: November 2025, reviewed February 2026

Review Date: July 2026