



St. Andrew's C of E (VA) Primary
School

Wrap Around Childcare Policy

September 2026

Introduction

At St Andrew's, we see ourselves as a school family and want everyone to thrive in every way. This is not isolated to pupils and extends to all members of our school community. Providing high quality, safe and enjoyable out of school hours childcare is one way in which we can support working families and pupils alike.

Wrap around care at St Andrew's is managed by the school and delivered by school staff. It is intended to provide flexible, reasonably priced childcare for working parents. A copy of our pricing structure can be found on the Wraparound Care web page on the school website <https://www.standrewsprimaryschool.co.uk/before-after-school-clubs>

We provide wrap around care for up to 35 children from 7.35a.m – 8.35a.m and up to 30 children from 3.15p.m - 5.50p.m during term time. A copy of this policy is provided to all parents who register for wrap around care and is also available on the school website.

All parents must complete a registration form for each child attending before or after school childcare and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending St Andrew's C of E Primary School are eligible to use our wrap around care offer.
- All places are subject to availability and are booked and paid for through our Parent Pay App. Places are released in block bookings every half term and parents will be informed in advance by text when the bookings will go live.
- Children cannot be given entry to before or after school childcare if their booking is not listed on the Parent Pay register. Places are limited and we cannot exceed staff-pupil ratios.
- If a place is not available, admin staff in the school office can put you on a waiting list and allocate a space if one becomes available.
- Registration forms must be completed prior to the child's first childcare session
- Children's attendance is recorded in a register
- St Andrew's reserves the right to withdraw the offer of a childcare place in the event of non-payment of fees.

Arrival and Departure

Before School Childcare

Our St Andrew's early morning childcare takes place in the school hall. Parents should bring their children to the main reception from 7.35a.m where they will be signed in on the childcare register. Children will then be escorted to their classes by staff at 8.35a.m when the school gates open.

After School Childcare

Our St Andrew's after school childcare takes place in the expanded Community Room. All children attending afterschool childcare will remain in their classrooms until they are collected at 3.15p.m by a member of the childcare team. Staff will check the reason for any non-attendance with the school office.

- Children should be collected from after school childcare via the KS2 playground gate on Gooseberry Lane. There is a video door entry system with direct access to the Community Room.
- When a child is collected at the end of, or during a session, they will be signed out by a member of staff and the time is recorded.
- Children will only be released to individuals named on the registration form unless alternative arrangements have been agreed in advance by the parent/carer
- Parents should inform the school office if their child is going to be absent from a childcare session. Parents have until 11:59pm the night before the club is due to be held to cancel the club and receive the credit back into their account. Cancellations after this time will not receive a refund, unless the child is absent on the day due to illness.
- Late collection will incur a fee. Children booked into the first session only must be collected by 4.30p.m. at the latest or families will be charged for a full session. All children must be collected promptly by 5.50p.m.

Communication

Most communication can be done through the school office with the administrative staff, however, the afterschool childcare provision has a direct phone line for communication outside usual school hours. The number can be found on the Wrap Around Care web page on the school website.

Activities

Children attending childcare will be aged between 4-11 years and we want them all to feel relaxed, happy and engaged and form good relationships with each other. We provide a range of toys, games, craft and other activities as well as opportunities to be active and play outside. Many children simply enjoy relaxing on the sofa, chatting with friends or building dens! In the winter, children may also have the option of some television time or occasional use of educational games on a Chromebook.

We are not able to support children with homework, however, if children can work independently on homework, they are free to do so.

Food and drink

Please ensure any food intolerances, allergies, medical dietary requirements or cultural requirements are clearly recorded on childcare registration documents so that we can safely cater for your child.

In the early morning childcare session, children are provided with breakfast. They can choose from a wide range of healthy food options, including cereals, toast, crumpets, yoghurts and fruit. Please note, children are welcome to join the session at any time, but we are unable to serve breakfast after 8.20am.

In the after school childcare session, children are provided with a light snack and a drink. Examples of the food choices can be found on our Wrap Around Care webpage on the school website.

Behaviour

Whilst childcare sessions are a little more relaxed and less structured than typical classroom time, we still want children to follow our St Andrew's behaviour expectations, summarised through the simple and

consistent message: '**Calm, Kind and Ready**'. This reflects our Christian values of compassion, respect and love, and supports all children to feel safe, valued and able to flourish.

At St Andrew's, we support the principles of Equal Opportunity and aim to provide an environment in which individual potential can be maximised, irrespective of race, religion, gender, age, ability or social circumstances.

Dealing with inappropriate behaviour

Challenging behaviour will be addressed in line with the stages of behaviour recovery outlined in our St Andrew's Behaviour Policy. Children are familiar with this. Staff will follow systems that reinforce positive behaviour, support de-escalation and align with our school values and expectations. The involvement of a senior leader may follow if poor behaviour continues or if a child is struggling to recover their behaviour.

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, then we reserve the right to refuse the child a place in wraparound care. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Health and Safety measures

Staff will adhere to the expectations outlined in our St Andrew's Health and Safety Policy.

All staff are trained in Food Safety and Hygiene, as well as Allergies and Anaphylaxis. A trained fire marshal will always be on the premises.

First Aid

- A qualified first aider will be available throughout all childcare sessions.
- All accidents will be recorded on CPOMS and reported to the parents/carer upon collection.
- Parents of any child who becomes unwell will be contacted immediately.

Medical Needs and Medication

- Parents/carers must ensure that the club is informed of any medical conditions or health care plans relating to their child.
- Where a child requires medication during club hours, this will be administered in accordance with the school's Supporting Pupils with Medical Conditions Policy and only where the appropriate parental consent has been provided.
- Any changes to a child's medical needs must be communicated to the school and club staff as soon as possible.

Safeguarding

St Andrew's C of E Primary School is committed to safeguarding and promoting the welfare of children. All members of the childcare staff are subject to appropriate safer recruitment checks and safeguarding training and follow the school's Child Protection and Safeguarding Policy at all times.

Any safeguarding concerns arising during childcare sessions will be reported and managed in accordance with the school's safeguarding procedures.

Payment process

You can pay online via the ParentPay website, via Tax-Free Childcare or using recognised childcare voucher alternative schemes via your employer.

Tax-Free Childcare is a government scheme that helps eligible working families with childcare costs. For every £8 you pay into your Tax-Free Childcare account, the government adds £2, up to a maximum contribution of £2,000 per child per year (£4,000 for eligible disabled children). Payments can be made directly from your Tax-Free Childcare account to the school as credit for use with Before & After School Club. This credit cannot be used for any other payments. To find out more about the scheme, check your eligibility, or register for an account, visit the GOV.UK Tax-Free Childcare website.

In order to make payment through this method or other voucher schemes, you must send the money via your account to St Andrew's as your linked school (using our reference 113417) and then email the school via admin@st-andrews.plymouth.sch.uk. Please inform us of the amount paid, the date, the Childcare reference number and how much you would like in each club.

Complaints Procedure

St Andrew's aims to always provide a high-quality childcare service. If a parent/carer has a concern regarding any aspect of our childcare provision, they should initially discuss the matter with a member of the childcare team.

If the concern cannot be resolved informally, parents/carers should follow the school's Compliments and Complaints Policy, which is available on the school website or from the school office.

Related Whole School Policies

This policy should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions policy
- Behaviour Policy
- Equality Policy
- Compliments and Complaints Policy
- Data Protection and Privacy Policy
- SEND Policy
- Online Safety Policy

Copies of these policies are available on the school website or from the school office.