



ST PHILIP'S
CATHOLIC PRIMARY
SCHOOL

**Before and After School Wraparound
Policy**

Version:	2
Date created/updated:	April 2026
Ratified by:	Mr S Godber
Date ratified:	May 2026
Date issued:	May 2026
Policy Review Date:	April 2027
Post Holder Responsible for Review:	Mrs C. Hinton



www.emmausmac.com

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Before and After School Wraparound Policy has been approved and adopted by St Philip's Catholic Primary School on 1st April 2026 and will be reviewed in April 2027.

Signed by the Chair of the Local Governing Body for St Philip's Catholic Primary School:

Mr Stephen Godber

Stephen Godber

Signed by the Principal of St Philip's Catholic Primary School

Mrs C Hinton

C Hinton

Mission Statement

'To develop everyone's full potential by learning and working together through Christ'

Rationale

The wraparound provision is organised by St Philip's Catholic Primary School. Breakfast Club is an extended school activity designed to allow children to be in school from 7.30 am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. From 3 pm until 6.00 pm, we provide an Afterschool Club.

Club Information

The club can be contacted at: enquiry_phi@emmausmac.com

Contact Telephone Number 0121 558 1646

Office hours 8.00am – 3.45pm

Children are also 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 and at the end of the school day
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils
- To provide an affordable service for working parents

Organisation

The Breakfast and Afterschool Clubs are open to pupils attending St Philip's Catholic Primary School. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 7.30 am until 8.40 am, but children should arrive no later than 8.30 if they require breakfast, to enable staff to clear food and clean before the start of the school day. Afterschool Club runs from 3pm to 6.00 pm. For pricing purposes, each of these clubs are divided into sessions of varying duration (see below). Wraparound will not run on INSET days. Wraparound will be held in the School Hall; in fine weather, the session will take place on the Playground. 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. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of Registers

It is the parents' responsibility to ensure that children are registered with a member of the Breakfast Club staff as they enter the hall before leaving them. The Wraparound Manager retains the registers which are kept in the school office. At the end of Breakfast Club, the supervisor tallies the numbers attending. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present. As children are collected from Afterschool Club and signed out by their parents/trusted adult, a member of staff will mark them as having left on the register.

Staffing and Supervision

The children are adequately supervised at all times. Two members of staff are present at every session. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate.

Pricing

Breakfast Club:

£1.00 per minute per child after 6.00pm

- 7:30 am – 8:40 am: **£5.00**
- 8:00 am –

8:40 am: **£3.00 After School Care:**

- 3:15 pm – 4:30 pm: **£6.00**
- 3:15 pm – 5:30 pm: **£9.00**
- 3:15 pm – 6:00 pm: **£10.00**

Late charges

Sessions Sessions not attended on the day will not be cancelled and will have to be paid for because of staffing requirements

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked.

Health and Safety

Wraparound is run by the school and the existing Health and Safety Policies will be followed. The hall area and outside area will be checked regularly by staff to ensure the safety of the children.

Behaviour and Anti Bullying

Staff act role models and encourage considerate attitudes from all children. They praise the children and give positive encouragement wherever possible. Unacceptable behaviour is

always responded to, in private, in an appropriate way, taking into account of the child's level of understanding. We do not tolerate bullying, intimidation or rudeness. Children are encouraged to resolve conflicts by discussion. However, they should always tell staff if they are hurt or upset. Parents are informed of serious concerns. Persistent unacceptable behaviour will lead to the child's place being withdrawn.

Safeguarding

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and Afterschool Clubs will have current DBS clearance and have received the same safeguarding training as any other member of staff. These records are held in the school office. Wraparound staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the school's policies and procedures.

The school will consistently operate on the basis that safeguarding and promoting the welfare of children is everyone's responsibility.

The school will ensure that its wraparound childcare provision is a safe and happy place for children, that parents feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

Child protection and safeguarding extends to all wraparound care provision, and the school will ensure that all staff involved in the provision of wraparound care have read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff involved in wraparound care. The school is aware that it is responsible for ensuring appropriate safeguarding policies and processes are in place, and that its arrangements for child protection will apply to any childcare provision provided by the school on-site.

The school will ensure that it:

- Follows the statutory guidance in KCSIE.
- Makes sure that all staff receive safeguarding training and that they know the identity of the DSL, or deputies, and how to contact them.
- Makes sure that all staff have obtained an enhanced DBS check.
- Makes sure it has appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly.
- Follows the safeguarding and welfare requirements within the EYFS statutory framework when children in Reception year or younger are being cared for.

Healthy Eating Policy

It is our aim to foster and encourage an interest in healthy eating amongst the children. Provide healthy and nutritious food that meet the requirements for The School Food Regulations 2014.

Comply with allergen regulations and:

- Be aware of pre-existing food allergies, intolerances or coeliac disease.
- Have processes in place to ensure the availability of safe food options.
- Minimise the chance of choking incidents when looking after children aged 5 years old and under by making sure:
 - Staff know how to prepare food appropriately for their age and development.
 - Children are within the sight and hearing of a member of staff when eating.
- Be aware of any medical, religious or cultural requirements when considering individual pupils' needs.

We offer a varied menu, ensuring high nutritional standards and low sugar and fat content. Treats may be included from time to time. Children are encouraged but not forced to eat. Fresh drinking water and fruit is also available to the children.

All staff preparing food have a current food hygiene certificate.

Complaints

Any parent wishing to make a complaint should email enquiry_phi@emmausmac.com and the issue will be passed on to the school Senior Leadership Team (SLT) for further action.

Staff protection

We believe that our staff have a right to work in a safe environment free from verbal or physical abuse. We work to create and promote good relationships between staff and children and parents. Verbal aggression or unreasonably demanding behaviour towards staff by parents is not acceptable and is likely to lead to withdrawal of a child's place. Threats of violence will always be reported to the police.

