



*Flourishing Together*

## **Wrap-Around Club Policy**

<b>Date:</b>	<b>January 2026</b>
<b>Date for Review:</b>	<b>January 2027</b>

## 1. Purpose of this Policy

This policy sets out how the **Quinton Church Primary School Wrap-Around Club** operates and what parents and carers can expect when their child attends the provision.

The Wrap-Around Club is fully school-run and operates under the school's Ofsted registration (URN: 143439). It is an extension of the school day and follows the same safeguarding expectations, values and standards as Quinton Church Primary School.

## 2. Ethos and Values

The Wrap-Around Club is rooted in the Christian vision of Quinton Church Primary School, *Flourishing Together*. It reflects the school's culture of **being kind, fair and thankful** and is shaped by the values of **belonging, love, justice, peace, forgiveness and hope**.

The club provides a calm, welcoming and nurturing environment, supporting children's wellbeing and positive relationships.

## 3. Aims of the Wrap-Around Club

The Wrap-Around Club aims to:

- provide a calm start and end to the school day
- nurture children's wellbeing
- offer structured play alongside opportunities for choice
- support children's social development

## 4. Who the Wrap-Around Club is for

The Wrap-Around Club is available to children attending Quinton Church Primary School from Reception to Year 6. Children must be registered before attending any sessions. Places are subject to availability.

## 5. Location and Use of Space

The Wrap-Around Club is primarily based in **The Hub**. The hall and playground may also be used where appropriate, to support a range of activities and safe play.

## 6. Opening Times

**Breakfast Club** opens at **7:30am**. Breakfast is provided as part of this session.

After-School Wrap-Around Club closes at **6:00pm Monday to Thursday** and **5:30pm on Fridays**. During after-school sessions, a hot or cold snack is provided.

Parents and carers are expected to collect their children by the end of their booked session.

## **7. Food and Dietary Requirements**

Parents and carers must ensure that all dietary requirements, allergies and medical needs relating to food are accurately recorded on Arbor and kept up to date.

## **8. Arrival and Collection Arrangements**

Children attending Breakfast Club should be dropped off at the Patio Door. After Breakfast Club finishes, staff will escort children to their classrooms.

After school, Wrap-Around Club staff will collect children from their teachers. Parents and carers will collect children from the Patio Door, the Office Door (when children are based in the hall), or directly from the playground, depending on where the provision is operating.

Children will only be released to adults authorised on Arbor. Parents and carers must notify the Wrap-Around Club Manager by phone in advance if someone who is not listed as an authorised contact will be collecting their child.

## **9. Booking Arrangements**

All parents/carers must agree to the terms of this policy on Arbor before their child is eligible to attend Wrap-Around Club.

All sessions must be booked in advance via Arbor and a minimum of 16 hours before the session start time, subject to availability. The school reserves the right to manage bookings to maintain safe staffing and ratios. Booking a session confirms agreement to this policy.

## **10. Payment of Fees**

All sessions must be paid for in advance via the Arbor app. Bookings will not be confirmed unless the account is in credit.

Where payment is made using childcare vouchers or Tax-Free Childcare, parents and carers must ensure that funds reach the school as soon as possible and within 4 weeks.

The school reserves the right to review and change fees. Reasonable notice will be given of any changes.

## **11. Cancellations, Changes and Absences**

Changes or cancellations must be made at least 16 hours in advance via Arbor. Where this notice is not given, fees remain payable, sessions cannot be transferred and no refunds will be given, including for illness or holidays.

## **12. Late Collection Procedures**

Late collection after closing times will be charged at £1 per minute. Parents running late must notify the Wrap-Around Club Manager (07938 600824) before the end of the session.

If a child has not been collected after 15 minutes and no contact has been received, the Headteacher (and Designated Safeguarding Lead) will be informed. After 30 minutes with no contact, **Birmingham Children's Trust** will be contacted for advice. Children will remain supervised on site at all times.

### **13. Safeguarding and Child Protection**

The Wrap-Around Club operates under the school's Child Protection and Safeguarding Policy. All staff are trained in safeguarding and have appropriate recruitment checks. Safeguarding procedures apply until children are collected by an authorised adult. Whilst a DSL may not always be onsite, they will always be contactable by phone, and will return to site if required.

### **14. Staffing and First Aid**

The Wrap-Around Club is staffed by appropriately trained members of the school team. Statutory staffing ratios are met at all times and a minimum of two staff are present.

At least one member of staff on duty holds a current Paediatric First Aid qualification. Further information is available in the school's First Aid Policy on the website.

### **15. Medical Needs**

Medical needs and care arrangements are managed in line with the school's Supporting Pupils With Medical Conditions Policy, available on the school website.

### **16. Policies**

As part of Quinton Church Primary School, the Wrap-Around Club operates in line with all relevant school policies where appropriate. This includes, but is not limited to, policies relating to Behaviour and Relationships, Health and Safety and Parent & Carer Code of Conduct.

### **17. Complaints Procedure**

Complaints relating to the Wrap-Around Club are handled in line with the Birmingham Diocesan Multi-Academy Trust (BDMAT) Complaints Policy, which is available on the school website.

Parents and carers are encouraged to raise concerns informally in the first instance with Wrap-Around Club staff, the Wrap-Around Club Manager or the Headteacher.

### **18. Review**

This policy will be reviewed regularly to ensure it remains up to date and reflects current practice.