



Pontesbury CE Primary School

Wraparound Childcare Policy

Reviewed: March 2026

At the forefront of this policy is the Church of England's vision for education 'Educating for life in all its fullness' and the school's vision 'Aim High, Climb Higher' (which is reflected by Psalm 121 "Lift up my eyes to the mountains— where does my help come from? My help comes from the LORD"). The following policy outlines how we promote the flourishing of children and adults in our school community through childcare places both before and after school (whilst ensuring that legislation and guidance are followed).

The information set out within this policy forms the agreement between parents and the school when parents use Childcare provision. This information is subject to change during the course of the school year to maintain the effective running of provision.

Prices

Breakfast sessions – cost per session: **£5.00** flat rate (7.50am – 8.35am).

After-school sessions – cost per session: **£10.00** flat rate (3:15pm – 6.00pm).

Booking

Parents/carers **MUST** pre-book childcare places using WEDUC platform every week to secure a place, and allocation of places will operate under a first-come/first-served basis.

Depending on staffing, we may at times have to restrict numbers, and therefore we may be unable to accept late, ad-hoc bookings, or a place may only be available until a certain time e.g. 5pm.

Payment

Parents/carers must pay in advance via WEDUC to secure a booking.

If this is not completed by the cut-off, the office staff can make a booking on your behalf subject to availability.

Childcare vouchers

Parents/carers can use Childcare Vouchers for Wraparound club.

Parents/carers can check if they qualify for one of the many schemes using the Government website: <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

Snacks and Drinks

Breakfast sessions – Children are provided with a nutritious breakfast, and/or fruit, and drinks.

After-school sessions – Children are provided with a snack, and/or fruit, and drinks.

Activities

Children will be able to take part in a range of child-initiated and adult-led activities.

Staffing

All sessions are run by our own qualified staff.

Our preferred (but not limited to) maximum ratio of staff to children is 1:12.

Members of staff will be fully trained in the following: Safeguarding, First Aid, Allergen Awareness and Food Hygiene.

Staff Shortages

In the event of staff shortages, due to sickness, etc, and the school being unable to provide sufficient cover, the school may have to temporarily close the provision or shorten the time of childcare for a session or period of sessions. The school would aim to provide as much notice as possible to parents/carers should this occur.

Cancelling Bookings

All bookings (and cancellations) should be made at least 5 days in advance on the 'Reach More Parents' Weduc app for a refund. Any cancellation requests made within 5 days of the session booking will need to be made by contacting the school office and are not eligible for a refund (please note, we do not offer transfers of bookings).

Early Drop-offs

The Breakfast session operates from 7.50am to 8.35am. Pupils should only arrive from 7.50am and parents/carers have responsibility of their children to ensure they arrive safely into the school building, making the Wraparound staff aware of their arrival.

Late Collections

The After-school session operates between the hours of 3:15pm – 6.00pm.

We recognise that, on rare occasions, under exceptional circumstances, parents/carers may experience an unforeseen difficulty in collecting their child before 6.00pm. In these circumstances, parents **MUST** always contact the school to inform them that this is the case and, where possible, arrange an alternative adult to make the collection.

However, should children be collected after 6.00pm, this of course has implications for the staffing costs incurred by the school. As such, the school has the right to charge a parent/carer a 'late fee' payment, and/or withdraw the place/refuse future bookings.

Equal Opportunities

We provide resources and material that reflect positively the wide range of cultural diversity of our local community. We will not accept any behaviour, language or imagery that could cause offence, irrespective of the person's gender, religion, culture, colour, ability or age. Where children or their carers display behaviour likely to cause such offence, we reserve the right to refuse or withdraw their child's place immediately.

Loss of Place

The following circumstances (but not limited to) may lead to a child's place being withdrawn or future bookings being refused:

- Where a child is particularly and constantly unhappy
- Where a child's behaviour is persistently unacceptable
- Late picking up of a child

The school has the right to withdraw a place and/or refuse future bookings. The school will liaise with parents/carers on an individual basis should a place/booking be considered to be withdrawn/refused.

Other Policies

As Wraparound club is run by the school, all staff, parents and children are bound by many of the policies already used by the school i.e. Child Protection, Health & Safety, etc.

Please see the school website for a copy of our policies.

Complaints Procedure

In the first instance, please speak to the Wraparound staff. If the matter cannot be satisfactorily resolved in this way, then parents should make an appointment to see the Headteacher.

If you are not satisfied with the outcome of any informal discussions with the school, then the school's formal complaints policy should be followed.