



St Mark and All Saints Church of England Primary School

Wrap Around Care Policy



Coordinator	Responsible Body
Headteacher	Good Shepherd Trust

Date adopted: Sept 2024

Last reviewed: July 2026

Review cycle: Every 3 years or earlier

Is this policy statutory? No

Approval: Headteacher

Author: Headteacher

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	July 2026	C Mallett	Sept 2026	Updated to reflect new FREE Breakfast Club provision starting Sept 26

Introduction

The before and after school (Treetops) club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating, fun, enjoyable and creative activities in a safe environment. Encouraging children to develop friendships between age groups and work together cooperatively.

Treetops: Breakfast Club operates from 8.00am – 8.45am during term time. FREE session runs from 8:15-8:45

Treetops after school club operates from 3.15pm - 6:00 Mon to Thurs and 3:15-5:15 on a Friday during term time.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up-to-date price-schedule is available from the school office and school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Treetops: Breakfast club paid provision

8.00am – 8.15am: £2 (School pupils)

8.00am - 8.45am: £6.00 (Nursery pupils)

Treetops: After School Club

Session 1: 3.15pm – 4.15pm: £6

Session 2: 4.15pm – 5:15pm: £6

Session 3: 3:15pm -5:15pm: £12

Session 3: 3:15- 6pm : £16.50 (only available Mon – Thurs)

Session 4: 4.15pm – 6pm: £10.50 (only available Mon- Thurs)

Sessions 2 and 4 are to coincide with any internally run after school club or any external clubs held at St Mark and All Saints Primary School that finish at 4.15pm

Admissions

- Only children attending St Mark and All Saints Primary School are eligible to attend.
- All places in paid provision are subject to availability.
- The registration process must be completed prior to the child's first session at the club.
- All parents will receive a copy of this policy, and this policy is available to view via our school website.
- All pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Treetops: Breakfast Club

- Parents/Carers are required to bring their child directly to the school hall. Entry to the club is via the main school gate/office door. Staff will be alerted to arrivals by pressing the intercom situated on the right of the gate.
- At the end of the morning session, children in Nursery to Year 2 will be escorted to their classes and KS2 children will be sent to their classes at 8.45am by the club staff.

Treetops: After School Club

- Children in Nursery, Reception, 1 and 2 will be collected by a member of the club staff directly from their classroom.
- Children in Years 3, 4, 5 and 6 will make their way directly to the Treetops room to be greeted by a member of the Treetops staff.
- The Treetops staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not unaccounted for or not booked in.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the accurate time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the school registration form and that it is kept fully up to date.
- Parents must inform The Treetops staff if their child is going to be absent by phoning the school office or emailing office@stmarkallsaints.uk

Daily Routine

Treetops: Breakfast Club

- Parents bring their children to Breakfast Club situated in the Hall via office doors (Entrance via main school gate) where a range of activities are set out.
- On arrival, children wishing to have breakfast wash their hands ready to eat.
- 8.35am tidy up time encouraging the children to take responsibility for the environment.
- 8.45am children collect their coats and bags. Nursery and KS1 children are escorted to their classrooms where they meet up with the rest of the children awaiting the start of school, KS2 children make their way to class.

Treetops: After School Club

- 3:15pm: Nursery, Reception, Years 1 and 2 children collected from their classroom and taken into Treetops. Years 3 to 6 children make their way to Treetops for registration.
- 3.30pm – 4.15pm: Children can choose from a range of play and planned activities, both indoors and outdoors.
- 4.15pm: children will be given a healthy snack and drink (Parents are allowed to send their child in with a packed dinner from home if they wish). Staff members will sit with the children at this time. Children

attending internal or external clubs will arrive at the after-school club, be registered and join in with snack.

- 5.45 pm: tidy up time encouraging the children to take responsibility for the environment.

Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions. Reporting via Arbor and CPOMS as during the normal school day.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, police and Social Services will be informed.

A fee of £15 will be applied for late collection.

Fees

Payment

Payment is due for all booked sessions in advance of children attending.

Bookings and payments must be made via our online payment system SCOPAY. Please select the dates and sessions required. Bookings must be made by midnight for the following day for **Treetops: After School Club** and by 2.30pm the day prior to the intended session for **Treetops: Breakfast Club**.

If paying by Childcare Vouchers or Tax Free Childcare, a copy of the payment confirmation should be sent to the school office on treetops@stmarkallsaints.uk. Once the funds are received, the office team will add the payment to the relevant account. Parents will then be able to make their club bookings online via Scopay. Bookings can be made a month in advance or as and when required. All bookings must be made in advance.

Late Collection Fees

Any child(ren) collected between 6pm-6.15pm will be charged an additional £6. After 6.15pm an additional full session payment of £15 will be applicable. Any child who is booked into session 1 but is collected after 4.15pm will be charged the session 3 cost. Any child who is booked into session 2 and arrives before 4.15pm will be charged the session 3 cost. Any late fees will be added to the child's account and until the account is paid, no further bookings will be able to be made. The parent will be expected to pay the late fees onto the online payment system within 24 hours.

Session Cancellation

Parents can change or cancel their sessions up to 24 hours prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

If a child will not be attending a session, the office should be contacted before 2pm on 01483 422924 or office@stmarkallsaints.uk

Sessions will be 'released' for booking annually. Sessions will be allocated on a first-come, first-served basis.

Related Whole School Policies

The breakfast and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid and administration of medicines.
- Online safety policy.