



St Veronica's RC Primary School Wraparound Care

PARENTAL PACK

**St Veronica's RC Primary School
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School Office Number – 01706 226315

Email: wraparound@stveronicas.co.uk

Wraparound Manager: Mrs Jess Fraser-Kelly

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Part 1: About our Wraparound Care Clubs

About our Wraparound Care Clubs

Wraparound Care at St Veronica's consists of two clubs – a Breakfast Club and an After School Club, both are run under the umbrella of the Governing Body and follows the school's policies and procedures. The staff ratio will always be a minimum of 1:10 (1:8 for children under 5).

Children can engage in activities of their choice with a mixture of adult and child-led activities. Children are listened to and valued within the Clubs which enables them to enjoy the session, feel safe and feel secure. We work in partnership with parents, taking into account their needs. With this in mind, an annual questionnaire will be provided at Parents' Evening where you can comment and give feedback on the service we provide.

Wraparound Care Staff

Breakfast Club	After School Club
Mrs Griffin	Mrs Fraser-Kelly (Manager)
Mrs Ropiak	Mrs Griffin
Miss Wong	Mrs Ropiak
	Miss Harrison
	Miss Sigsworth

Opening Times

Breakfast Club	After School Club
7:15 am to 8:45am	3:15pm – 5:30pm

Our Wraparound Service

Breakfast Club

- Children will be met at the hall door from 7:15am onwards
- Children will be given time to store their belongings safely and settle into the club
- Children will be able to choose their activity from a range of physical activities or quieter crafty activities
- A light breakfast will be provided such as toast and cereal – after 8:15am only a cereal bar and drink will be provided
- Staff will be consistent, reliable and friendly at all times

After School Club

- Reception and KS1 children will be escorted to the hall (where After School Club meet) at home time
- A snack will be provided between 4pm and 4:30pm
- A wide range of activities will be provided both adult led and child-led
- Quiet time can be facilitated
- Children will be signed out by a member of staff at all times
- Outdoor play will be available during nice weather

Food and Drink

Wraparound Care will provide healthy breakfast and after school snacks. Dietary requirements will be supported once we receive the updated Data Collection Sheet. However, we cannot guarantee all food is 100% allergen free.

Communication with Parents/Carers

Any changes to our Wraparound policies and procedures will be communicated directly to parents/carers through letter or email. Facebook posts are often uploaded to show the activities that the children experienced. Staff will communicate any first aid or behaviour related incidents directly to parents upon collection.

Part 2: Fees and Payments

Fees

Breakfast Club	After School Club
£6	£8

If your child attends an After School Club activity such as Art Club, please note that a full session fee will be due.

Payment

Fees are due at the time of booking. Any ad-hoc or last minute bookings, within 7 days, will be invoiced and a notification will be sent through Parent-Pay, staff may ask you to make an immediate payment before allowing a booking. Further sessions cannot be booked without full payment of any debt.

Wraparound Care does allow payment using Government Vouchers. **Parents must email Mrs Fraser-Kelly as soon as the voucher has been requested with the voucher code.**

(wraparound@stveronicas.co.uk) If the voucher is being split between Breakfast Club and After School Club, clear notification of the split must be communicated to Mrs Fraser Kelly on an

email, otherwise the voucher will be redeemed against one service. Voucher bookings cannot be made without this information.

Payments via the voucher scheme cannot be refunded.

Bookings

All bookings must be made via ParentPay. Sessions must be booked in advance, please note that payments for all sessions is required at the time of booking. Once all allocated places are filled no further bookings can be made. The Bookings will close at 5pm on the day before the session meaning any last minute bookings can only be authorised by the school office – immediate payment may be required. Please do not email Wraparound Care for any emergency bookings.

Cancellations

If your child will not be attending a session you have booked, please inform the Wraparound Manager as soon as possible. Unfortunately, we cannot offer refunds for cancellations unless we receive at least one week's notice. Places cannot be cancelled for children who are absent from school or sent home during the day due to illness. Where absences last longer than a week, the bookings can be cancelled after one week, however, it is the parent's responsibility to cancel the sessions. In extreme cases such as severe illness or hospitalisation, these cases will be looked at individually.

Part 3: Policies and Procedures

Wraparound Care adopts school policies, these include Safeguarding, Child Protection, Health and Safety and Behaviour. Policies are available on the school's website and paper copies can be requested at the school office.

Uncollected Child Policy (After School Club)

Staff will ensure that the parent/carer or designated adult collects all children. There will be a record kept of who has collected the child and at what time. If for any reason a child is not collected at the end of the session, the procedures detailed in this Uncollected Child Policy will be activated.

- If a child has not been collected by 5:35pm, a staff member will call the parents or designated adult to ascertain the cause of the delay and how long it is likely to last.
- If, after repeated attempts, no contact is made and after a further 15 minutes have passed, the staff member will call Children's Social care for advice.
- After Children's Social Care have collected the child, Wraparound Care no longer holds responsibility. A staff member will leave a voice message for the parents.

Late Pick-up Policy

- Parents must contact Wraparound Care if they are not going to pick up on time. Lateness, regardless of circumstances, will be charged at a rate of £5 for every 15-minute block thereafter.

- Persistent lateness will result in a loss of place with a maximum of three late fines permitted before the place is removed.
- Late pick-up from the end of a normal school day or internal After School Club (such as Art Club) will result in your child(ren) being placed in our After School Club and the cost of a full session will be incurred. 3:25pm is the cut off time for a permitted late collection or 4:10pm if attending a school club. Please note persistent late collections will result in placement in After School Club at an earlier time than 3:25pm.
- Please note that, if After School Club is full, and we need to place your child into the club, we will need to draft an extra member of staff into the club incurring additional expenditure for yourself.
- Any late fees will be added to your ParentPay account and no further bookings can be made without payment of the fine.

Collection of Children/Security

We are very strict on security. Please be aware that your child can only be collected by the persons named on their data collection sheet (unless prior arrangements have been made). The minimum age for a child to collect a sibling from Wraparound Care is 16 years of age. All children must be signed into Breakfast Club and out of After School Club by a member of staff. A further signature is needed from the parent/carer or designated adult upon collection from After School Club.

All staff are employed by St Veronica's RC Primary School in accordance with OFSTED regulations which require Disclosure and Barring Service checks to be carried out. Adults collecting children from After School Club are not permitted to be anywhere else in the school building except the Hall door or on occasions when the hall is not being used for After School Club, the Front door. When the weather is nice, the children may need to be collected from the school playground gate. There is a doorbell in operation when needed to alert staff to the presence of a collecting adult – this may be used when the hall is not being used.

Unpaid Fees

Under the booking system, debts will not be allowed to accrue. Should there be an emergency situation where a booking has been made on your behalf without a payment being made, you will not be able to make any further bookings until the debt has been settled.

Activities and Outdoor Play

Activities in both Breakfast Club and After School Club will be both adult led and child-led. Children will have choices to make about the activities they would like to experience at the clubs, they can ask a member of staff for a particular activity and if it is possible this will be permitted.

We will utilise our outdoor space whenever the weather allows. When our outdoor space is being used:

- A member of staff will check the space for any hazards before going outside.
- A member of staff will ensure the playground is empty and the gates are locked before taking the children outside.

- The register will be taken inside the school before children go outside and a head count will take place once the children have been transported outside.
- Two members of staff must be outside at all times. One member of staff will note when a child goes back into school (to use the toilet) and 're-noted' when the child returns.
- Children may be dismissed from the playground (following the usual collection procedures).

Medical Needs

We will strive to ensure that any child with a medical or SEN condition will not be denied admission or prevented from taking up a place in our Wraparound Care. St Veronica's Wraparound Care is an inclusive community that supports pupils with medical conditions; however, although we will endeavour to meet the needs of children, this may not always be achievable due to staffing. We will assess each child's requirement on an individual basis to guarantee that all children and staff are kept safe and protected.

Part 4: Joining the Wraparound Care Service

Using our Breakfast Club

In order for your child to use the Breakfast Club, you will have to fill out a Data Collection form and any applicable health care documentation to ensure that the staff in Breakfast Club have the information they need.

- Data Collection Form/Parental Agreement – This is a list of all numbers and contact information, including emergency information. This form also includes the names of adults who are allowed to pick up your child. ***Please note anyone under the age of 16 needs who is collecting a child needs to be authorised by the Wraparound Manager and the Head Teacher before the 31st March 2026.***

A signature is required to confirm that you understand our policies and agree with them.

- Health Care Plan – All staff need to be aware of the health needs of all children especially dietary needs and those children needing emergency medication such as inhalers and epi pens.

Wraparound Rules

The following rules for the children are in effect, although additional rules may be made from time to time, especially for specific parts of the building or specific activities:

1. Follow the directions given by the adults.
2. Be respectful of others, yourself and the property.
3. Always remain with the adult leading the activity.
4. Be responsible for your own belongings and respect the property that belongs to others, including the school – do not touch toys/resources that are not set out on the tables.
5. Walk inside the building.

6. Use quiet voices inside the building – especially when moving around the building.
7. Use appropriate language.
8. Keep your hands and feet to yourself.

We ask that parents revisit these rules regularly. Parents will be informed of any instances of rule-breaking when they come to collect their children.

Complaints

If you have a complaint, please feel free to discuss this with the Manager (Mrs Fraser-Kelly) at any time, where working together can hopefully rectify the issue. If the complaint is not remedied and you continue to feel dissatisfied, you can make a formal complaint to the Head Teacher.

Before children attend, parents are required to accept our terms and conditions, policies and procedures and to complete the relevant paperwork as previously mentioned.

We hope the above information is useful to you and if you have any further questions, please do not hesitate to contact us.

Part 5: Sample Menus

Breakfast Club

Examples of breakfast food provided:

Toast – with a variety of spreads

Cereal

Apple Juice

Orange Juice

Crackers

Pancakes – Friday only

After School Club

Examples of snacks provided:

Noodles

Cheese & Crackers

Hot Dogs

Wraps

Tomato Soup

Beans or Spaghetti on Toast

Pasta and Sauce