

Coalbrookdale & Ironbridge C.E. Primary School



Wraparound Policy

Last review: Spring 2026

Responsible: M. Dhaliwal (Headteacher)

Review Date: Spring 2029

Vision Statement

Jesus said: 'Love each other as I have loved you'. John 15:12

Our school motto, 'Living life in all its fullness' is at the heart of everything we do and believe.

At Coalbrookdale & Ironbridge C.E Primary School, we aim to prepare the children in our care to become well-rounded members of society on their journey through school life and beyond.

We strongly believe that children learn best and achieve their full potential when they are happy and feel secure. We strive to provide a safe learning environment with a warm and welcoming atmosphere that fosters a sense of belonging among children, staff, families and the wider community. We value each individual's uniqueness and diversity, promoting respect and acceptance of one another as equals and celebrating the differences that make our community so special.

We have high expectations of the children, and we work hard to support them to become the best that they can be. For our children to flourish, socially and academically, we aim to provide an outstanding education that is both challenging and inclusive. All children are encouraged to embrace the many opportunities, and the support school provides, so that they become curious learners who are motivated and resilient with a 'Can do' attitude. Our aim is to provide the children of Coalbrookdale & Ironbridge with countless positive experiences, along with happy lifelong memories, from their time with us. We also have high expectations of attendance. We encourage families to be at school every day and to arrive on time in order to not miss any learning.

Through our supportive and inclusive Christian ethos, we are proud to foster our school values of trust, responsibility, respect, compassion and perseverance, embedding these within everyday life at school. We believe that the emotional health and wellbeing of the whole school community is fundamental to the ongoing success of our school.

We aspire to make our school a place of excellence where we educate, nurture and value everyone; that ALL children will enjoy learning and achieve their potential.

'Flourishing For All'

This policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability as well as SEND, gender reassignment, gender identity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

'Let us always meet each other with a smile, for the smile is the beginning of love.'
Mother Teresa.

Our Vision

At Coalbrookdale & Ironbridge CE Primary School, our wraparound provision reflects our Christian vision of “living life in all its fullness” (John 10:10). We aim to provide a safe, welcoming and inclusive environment where all children feel valued, cared for and supported beyond the school day.

Our provision is underpinned by our school values of Compassion, Respect, Responsibility, Trust and Perseverance.

What Is Wraparound Care?

Wraparound care is offered to support families who require childcare before and after the school day. The provision is non-profit and operates during term time only.

Session Times

Breakfast Club

- Monday to Friday
- 7:50am – 8:40am

After School Club

- Half session: 3:20pm – 4:30pm
- Full session: 3:20pm – 5:45pm

Fees

- Breakfast Club: £3.50 per session
- After School Club:
 - Half session: £6.50
 - Full session: £9.00

Fees are payable in advance, usually on a half-termly basis.

Booking and Communication

If you would like to book your child/children into Breakfast Club or After School Club, please contact the School Office and before a place is confirmed, parents/carers must complete:

- A registration form
- A medical and dietary information form
- A parent contract and agreement to the terms and conditions

If your child is already booked into Breakfast Club or After School Club and plans change, parents/carers must inform the School Office as soon as possible. There have been occasions where children were booked into a wraparound club but were instead collected or did not attend without the Office being notified. This can cause confusion and concern, as staff need to know exactly where children should be at key transition points in the day.

Bookings are made in advance, and payment is required for booked sessions whether or not the child attends, unless otherwise agreed with the Headteacher.

Refunds and Cancellations

Places at wraparound provision are booked in advance. As staffing and resources are planned based on these bookings, refunds are not usually available for sessions that are booked but not attended, including due to illness or holidays.

In exceptional circumstances, refunds or adjustments may be considered at the discretion of the Headteacher.

Activities and Experiences

During Breakfast Club, activities are carefully prepared to be calm and settling, helping children to feel relaxed, safe and ready for a positive start to the school day. These include quiet games, colouring in, craft, reading, table-top activities i.e. lego, dominoes, board games and physical activities allowing children time to ease into the morning before lessons begin.

In After School Club, a range of activities are offered to meet children's different interests and needs. These include group activities, reading, colouring in, crafts, table-top activities i.e. dominoes, lego and board games. Time is also provided for children who wish to complete homework tasks in a supportive and relaxed environment.

All activities are planned to promote enjoyment, wellbeing and positive relationships, ensuring children feel happy and supported throughout their time in wraparound care.

Health, Food & Medical Needs

Children attending wraparound provision are offered a healthy snack and drink as part of each session.

During Breakfast Club, children can choose from a daily choice of the following to help them start the day nourished and ready to learn.

- Choice of cereals
- Toast (with or without spread)
- Yogurts *including Dairy free yogurts
- Selection of Fresh Fruit
- A choice of water or milk

During After School Club, children are offered a daily choice of:

- Crackers (with or without spread)
- Cheese
- Cucumber pieces
- Carrot batons
- Yogurts *including Dairy free yogurts
- Selection of Fresh fruit
- A choice of water, orange squash and blackcurrant squash.

Dietary requirements, allergies and medical needs are supported following information shared by parents/carers on registration forms. Parents are asked to keep the school informed of any changes to their child's medical, dietary or contact details to ensure children are supported safely.

Children must not bring their own food or drinks into Breakfast Club or After School Club. This includes food left over from lunchtime or snacks placed in bags by parents. All food is provided and for safety, consistency and allergy awareness, children should only eat what is provided by staff.

Breakfast Club – Dropping Off Arrangements

Children must be dropped off at the school main door by a named, authorised adult and to press the wraparound bell. It is important that children attending Breakfast Club are handed over to a member of staff upon arrival to ensure the safety and supervision of all pupils.

Breakfast Club doors are open from 7:50 am to 8:20am. During this time, the school gates are unlocked. At 8:20 am, the gates are locked and remain locked until 8:35am.

After School Club - Collection Arrangements & Late Collection

Children must be collected by a named, authorised adult. Upon arrival, parents and carers should press the wraparound bell at the school's main entrance. A member of staff will then bring the child or children to the adult collecting.

We understand that, on rare occasions, unforeseen circumstances may cause a delay. However, in order to ensure the safe supervision of children and to cover additional staffing costs, repeated late collection after 5.45pm will incur a charge of £5 per 15 minutes.

Parents and carers are reminded that the school site closes at 6.00pm, when the Caretaker locks and secures the building. It is therefore essential that children are collected on time. Where late collection becomes a regular occurrence, the school will work with families to agree appropriate next steps.

Safeguarding & Supervision

Children's safety and wellbeing are our highest priority during wraparound provision.

Wraparound staff are appropriately trained and supervised and follow the school's safeguarding, child protection and behaviour policies at all times. A Designated Safeguarding Lead is available during wraparound sessions and any concerns about a child's welfare are reported and acted upon in line with school procedures. Where necessary, information may be shared with relevant external agencies in order to safeguard children.

Behaviour & Expectations

Children attending wraparound care are expected to follow the school's behaviour policy and demonstrate our school values.

We work closely with families to support children's needs. In rare cases where behaviour presents a safety concern, the school may review a child's continued attendance at the provision.

Inclusion & SEND

Our wraparound provision is inclusive and welcoming. We work with families to ensure reasonable adjustments are in place so that all children can attend safely and happily.

Queries or Concerns

If you have any questions or concerns regarding wraparound provision, please contact the School Office or Headteacher, who will be happy to help.

Policy Review

This policy will be reviewed in line with the school's policy review cycle, or earlier if required due to changes in legislation, guidance or school practice.

Appendix A – Registration Form

Child's Details

Date of registration:	First name:	Surname:
Date of birth:	Current age:	Tick if in Reception: <input type="checkbox"/>

Parent/Carer Details

Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:			Home address:		
Does the child normally live as this address? Yes/No			Does the child normally live as this address? Yes/No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes/ No			Does this person have parental responsibility? Yes/ No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf)</i>					

Contact 1

Name:	Telephone number:	Mobile number:
Address:		Relationship to child:
Does this person have permission to collect your child from wraparound provision? Yes / No		

Contact 2

Name:	Telephone number:	Mobile number:
Address:		Relationship to child:
Does this person have permission to collect your child from wraparound provision? Yes / No		

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Collection from Wraparound Provision

Please provide details of additional persons who have permission to collect your child from wraparound provision.

Name of person:	Name of person:
Relationship to child:	Relationship to child:
Address:	Address:
Contact Number:	Contact Number:

About Your Child

Please detail any additional/special needs your child has: *(continue overleaf if necessary)*

Signature of Parent/Carer:

Date:

*All information will be kept confidential in line with our **Data Protection Policy** and our **Privacy Notice**.*

Appendix B – Medical Form

**Coalbrookdale & Ironbridge CE Primary School
Wraparound Provision
Medical Form**

Child's Name:	Date of birth:
Doctor's Name:	
Doctor's Address:	
Does your child have any known medical problems or additional needs?	
Please detail any medical needs you child has/medication taken: <i>(please provide full details, if medication is needed an additional medication consent form will need to be completed)</i>	
Does your child have any known allergies? <i>(an Allergy Management Plan will be put in place where required)</i>	
Does your child have any dietary requirements?	
Any other information relevant to your child's health?	
Parent/Carer emergency contact telephone number:	

If my child is involved in a serious accident, I expect to be contacted immediately on the above telephone numbers.

If my child requires immediate medical treatment before I can get to the hospital, I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Parent/Carer name:
Signed:
Date:

Appendix C – Contract with Parents/Carers

Coalbrookdale & Ironbridge CE Primary School Wraparound Provision Contract with Parents/Carers

I consent for my child to attend wraparound provision at Coalbrookdale and Ironbridge CE Primary School. I understand that the school has policies and procedures (which are available for reference from the school), and that there are expectations and obligations relating both to the school and to myself and my child, and I agree to abide by them.

- I understand that whilst my child is at Coalbrookdale & Ironbridge CE Primary School for wraparound care, the school is legally responsible for him/her.
- My child will be provided with a snack and drink during wraparound provision, unless otherwise requested.
- Once my child arrives at Out of School Club he/she will be in the care of Coalbrookdale & Ironbridge CE Primary School until collected and signed out by an authorised person.
- I will notify the school before the start of the session if I am collecting my child from school on a day that he/she is booked to attend wraparound provision. I understand that I will be charged for the booked session.
- I will book my child into the club on a half-termly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the school and these have been agreed by the headteacher.
- It is my responsibility to keep the wraparound team leader and/or school informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- I understand that if I arrive after 8:25am, my child will not be admitted and must remain in my care until the start of the school day at 8:45am.
- I understand that I will let school or wraparound team leader know in advance if my child will not be attending a booked session.
- I understand that the school cannot give refunds for any sessions that I have booked but which my child does not attend.
- After school wraparound provision will close at 5.45pm.
- If I do not collect my child by 5:45pm, I will pay a charge of £5.00 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- Whilst the school tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the school.
- I have read the school's Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to discuss my child's attendance at the club, and I will pay for any missed sessions unless otherwise agreed with the headteacher.
- If there are any accidents or incidents during wraparound provision involving my child, I will be informed.
- If my child has an accident at school during wraparound care hours, he/she will be treated by a qualified first aider and I will be informed as soon as possible.

- Information held by the school regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the school has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on school premises.

I have read and understood the above terms and conditions and I agree to abide by them.

Signed:

Name of parent/carer in block capitals:

Date

Name of child:

Appendix D – Privacy Notice

Coalbrookdale & Ironbridge CE Primary School Wraparound Provision Privacy Notice

During wraparound provision, we respect the privacy of the children attending and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our lawful basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Our legal condition for processing any health-related information that you provide about your child is so that we can provide appropriate care for that child.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our wraparound provision.

We will use the contact details you give us to contact you via phone and email, so that we communicate with you.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month.

You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, please contact the school to discuss the matter with the headteacher.

Please sign and date below to confirm that you have read this Privacy Notice.

Signed (parent/carer): _____
Name in block capitals: _____
Date: _____

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time, but we delete as much personal data as we can following data protection and GDPR guidance.*

Appendix E – Privacy Notice

Coalbrookdale & Ironbridge CE Primary School Wraparound Provision Terms & Conditions

The below terms and conditions relate to Coalbrookdale and Ironbridge CE Primary School Breakfast Club and After School Club. Parents/carers who complete a registration form must sign, agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions. Any queries should be addressed before signing the form.

1. Registration and Booking forms must be completed in full before your child can be allocated a place.
2. Parents/carers must ensure that registration forms are accurate and up to date.
3. Clubs will operate Monday to Friday during term-time only and will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
4. Breakfast Club operates from 7.50am and will close at 8.25am. Children arriving after 8.25am will not be admitted and must remain in the care of a responsible adult until the start of school at 8.45am.
5. To access Breakfast Club, children should be brought to the side entrance of the school hall (near Nursery entrance). Children should be accompanied by a responsible adult and not be left until they are in the care of a member of wraparound care staff. Children will be not admitted through the main reception area.
6. After School Club starts at the end of the school day and finishes at 5.45pm. Parents/carers should pick their children up from the side entrance of the school hall (near Nursery entrance). Children must be collected by 5.45pm.
7. Parents/carers agree to make appropriate arrangements for their child to be collected.
8. Parents/carers must appoint a responsible adult to collect their child, if not able to collect themselves, and those responsible must be named on the registration form. It is the parents/carers responsibility to ensure those authorised to collect their child, understand the importance of collecting the child on time. Any changes should be called through to the school office on 01952 386620.
9. Please note: Children will only be dismissed to the responsible adult named on the registration form. Any confusion which leads to the child remaining in the school's supervision will result in the late fee being charged.
10. Parents/carers who collect their child after 5:45pm will incur a late collection charge of £5 per 15 minutes or part thereof, if not agreed in advance to either the office or to After School Club.
11. If a child is collected after 5.45pm on three occasions the child will be excluded from the club and the place allocated to another child.
12. If a child remains in After School Club after 6.00pm and no contact has been made with the parent/carer, the school's head teacher will be advised, and appropriate steps taken.
13. Payments for both clubs must be made, upfront half a term in advance, either through cash or cheque at the office. Cheques should be made payable to Coalbrookdale & Ironbridge CE Primary School.

14. Outstanding payment: we reserve the right to refuse entry to any child if payment is not made including any late collection charges. The provision may be withdrawn, and the place allocated to another child.
15. We aim to provide a safe, stimulating and happy environment for all children. We reserve the right to exclude any child whose behaviour is disruptive. The school's behaviour policy will continue to apply during Breakfast Club and After School Club where the appropriate level of behaviour is expected.
16. Children must not consume their own food during the clubs due to allergies.
17. Parents/carers agree to let their child (if they are in KS2) watch PG films selected by the club leaders.
18. Children are not allowed to photograph or film during the clubs.

Name of child:

Signed:

Name of parent/carer in block capitals
