

OAKMERE PRIMARY SCHOOL

Wraparound Care Policy



Policy Approval Date: January 2026

Review date: January 2027

Wraparound care

Breakfast and After School Club

At Oakmere Primary and Nursery we are able to offer wraparound care before and after school for all our busy families who require additional support for children in Reception to Year 6.

Places are limited in both clubs to 24. Parents must complete a Wraparound Care Registration Form before their child can be added to the booking system.

Our aims are:

- To provide wraparound care in a safe, clean and welcoming environment.
- To provide a variety of stimulating and exciting play opportunities in a group situation.
- To provide a good healthy breakfast or after school snack to the child in our care.
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable.
- Children of all abilities have equal access to our planned play activities.

To achieve our aims, we will:

- Hold club sessions every day.
- Regularly clean and inspect the premises and equipment used.
- Ensure that there is a qualified first aider on the premises at all times.
- Encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

All staff at our Breakfast and After School Club are employed by the school and work with the children throughout the day in various roles. This helps children to feel secure with familiar faces in a friendly environment and all members of staff at Breakfast and After School Club receive regular training to keep everyone in our care safe. Wraparound care is staffed at appropriate adult-to-child ratios, and at least one qualified first aider is present at all times. Staff receive ongoing training in safeguarding, food hygiene, and behaviour management.

Both the Breakfast Club and After School club are an extension of Oakmere Primary School and follow the same policies and procedures.

Wraparound Care follows the school's safeguarding policies and complies with Keeping Children Safe in Education (2024). All staff are DBS-checked and receive regular safeguarding training to ensure children remain safe at all times.

Places at both clubs are limited and must be booked and paid for in advance via Arbor.

Breakfast Club

Our Breakfast Club runs each day from 7.45am and is located in the Junior Hall. Parents should use the main entrance to the Junior building to drop their child off. Parents must accompany their child to the Breakfast Club and ensure their safe hand over to a staff member, signing the register to confirm attendance before leaving the premises. Children can be dropped off up until 8.30am only as staff need time to clear up and get the children ready to go to class.

Pupils are encouraged to select their own breakfast from the choices on offer. In Breakfast Club we provide children with a nutritional breakfast to help aid concentration and learning throughout the school day. On a daily basis we provide rice, wheat, oat and corn-based cereals that are not sugar coated and these are served with semi-skimmed milk.

Alongside these we serve toast with jam, honey or marmite, and occasionally crumpets and pancakes. We also provide seasonal fruits, fromage frais/yoghurts and a selection of fruit juices.

All EYFS and KS1 are escorted to their classrooms at 8.45am, whilst KS2 children go straight to their classrooms.

Breakfast Club is run by Mrs Black and Ms Jennings who are also TAs at the school. Management of the Club is overseen by the Office Manager, Mrs Miller.

After School Club

After School Club runs from 3:15pm to 5:30pm and is located in the Junior Hall.

Organised activities, arts and crafts, construction, board games, competitions and free play will be available. In addition to providing a range of activities we offer a light snack which includes items such as toast, Wraps, Pittas, sandwiches and crackers with fruit and salad items and water/squash and milk if available.

Fruit and salad items are readily available and there is always squash or water.

The teachers or TA's bring the children to the Junior Hall for ASC.

After School Club is run by Mrs Buckley and Miss Flanagan. Management of the club is overseen by the Office Manager, Mrs Miller.

Dietary requirements

If your child has specific dietary requirements, please inform the school in advance. The school will endeavour to accommodate any dietary needs and requirements.

We comply with national school food standards and allergen regulations (Natasha's Law). All food containing allergens is labelled clearly, and allergen information is retained for all items served. Parents must inform school of any allergies in advance.

Costs for 2026-2027

Costs are kept to a minimum and go towards staffing, refreshments and providing games and activities. Wraparound Care Costs are reviewed on an annual basis. Any profit is spent on improving facilities.

Breakfast Club - £5.00 per child, per session

After School Club - £8.50 per child, per session

Making a booking and payment:

Bookings and payments are made online using Arbor. You can book a place up to 1 hour before the start of the session. Places are limited. Payment can be made by debit/credit card or using Childcare Vouchers. Parents who wish to pay using Childcare Vouchers must contact the office via email – admin@oakmere.herts.sch.uk.

Cancellations

All cancellations must be made directed to the office 24 hours in advance otherwise the fee charged may be forfeited.

Collection from After School Club

As part of our Safeguarding Procedures a child will not be released to anyone other than the people listed on the registration form. Collection from After School Club must be made by an adult, or a sibling 15 years or older. Details of who is authorised to collect your child must be on the registration form. If you need to amend or add to the list of adults who are authorised to collect your child, please contact the office. If anyone other than parent/carer is collecting, a password will need to be provided by the parent and the office informed.

Late and uncollected children Policy:

The After-School Club finishes at 5.30pm and your child/children must be collected by this time.

A late fee will be charged as follows:

£5 for first 15 minutes

£10 for 30 minutes

£15 for 45 minutes

If you are more than one hour late and have not contacted us, we will refer the matter to social services.