



The Best You Can Be - Everyone, Every Day

# The Blue Sky Federation

## WRAPAROUND CARE POLICY

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# Contents

1. Aims and Scope.....	2
2. General Information .....	2

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## 1. Aims and Scope

This childcare provision is an extension of Heelands School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

We aim to:

- Provide wraparound care to the pupils of Heelands, Bradwell Village and Priory Common Schools.
- Breakfast club operates from **7.45am to 8.30am** and After School club operates from **3.10pm to 6pm** during term time only and will be closed on INSET days.
- Wraparound Care is provided in Heelands School, in the building which used to be the Children's Centre.
- Our wraparound care will provide age-appropriate activities and a small snack during the session.
- Pupils from Bradwell Village and Priory Common schools will be collected by a member of Heelands staff from that school's reception area and walked over to the building. Staff will only collect children once a day and that is when the school day closes for that school. Pupils will be walked over to their schools at 8.30am when breakfast club has ended.
- On occasion Heelands School has different INSET days to Bradwell Village and Priory Common and will not offer wraparound care on these days. Parents/carers will need to make alternative arrangements.

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## 2. General Information

### 2.1 Applying for a place

Wraparound Care is solely for those children who attend Heelands, Bradwell Village and Priory Common Schools and is available for all children from Reception up to Year 6.

A registration form must be completed before a child can attend the provision and this can be found on the online booking system Cheqdin. Please contact the Heelands School office on 01908 316306 or [finance@heelands.org](mailto:finance@heelands.org) so that the link to the registration form can be emailed to you. Then an account can be set up and you can complete your booking online.

Emergency contact details held by the School must be kept up to date at all times and it is the responsibility of the parent/carer to notify the School of any changes in details as soon as possible.

### 2.2 Charges

The charges that apply for breakfast and after school club sessions are listed in the current Wraparound Care brochure and are subject to change at any time. All sessions must be booked and paid for at least a week in advance using the online system Cheqdin. Any ad hoc sessions required with less than a weeks' notice must

be communicated to Heelands School Office on 01908 316306. All sessions must be paid for in advance otherwise your children will be unable to attend and refused entrance to the session.

Parents/carers can pay by the following methods:

- Debit card via Stripe on Cheqdin

If you wish to pay by any of the below methods, please contact the Heelands School office to arrange this;

- National Savings Vouchers
- Childcare vouchers (i.e., Edenred)
- Childcare Grant Payment Service (CGPS). The school has links to this and this can be used to recoup costs for Wraparound childcare sessions. Please speak to the school office if you would like to use this system.

## 2.3 Cancellations/None attendance

Refunds will not be given for sessions not attended. If you wish to change a session you must email [finance@heelands.org](mailto:finance@heelands.org) with at least 48 hours notice. All requests to change/cancel bookings must be received in writing to the School via email on [finance@heelands.org](mailto:finance@heelands.org).

## 2.4 Staff

All staff involved in Wraparound Care have an Enhanced DBS check as part of the Blue Sky Federation's Safer Recruitment Policies. They will also have mandatory Safeguarding training and Pediatric First Aid Training. The ratios of staff to children will be inline with the national guidance.

## 2.5 Drop Off & Collections

### Breakfast Club

All children attending Breakfast Club must be brought to the entrance of the old children's centre at Heelands School by their parent/carer. The door bell must be rang and the child handed over to a member of staff. A register is taken each morning. Breakfast club opens at **7.45am** and children will not be admitted before this time. Please drop off your child no later than **8.25am** as after this time the children will be taken to their classes or walk to their school with a member of staff.

### After School Club

Children attending from Bradwell Village and Priory Common Schools will be collected by a member of staff from that school's reception. Staff will only collect once from the schools and that will be at the end of the school day. They will then be walked over to Heelands School.

After School Club finishes promptly at **6pm**. There is no extension on this time. Children must be collected from After School Club by an adult registered on the school's contact list. The School Office should be notified in advance, if a different person is going to collect your child on a particular day. You may contact the Wraparound Care play workers by telephone on **07774 797402** for any last-minute changes. Children will not be released into the care of a person unknown to us without parent/carer authorisation.

### Late Collection

- It is the parent/carer's responsibility to ensure their child is collected promptly at the end of their session and by **6pm** at the latest.
- If unavoidably delayed, please contact the Wraparound Care leaders directly by telephone on **07774 797402** or dial **01908 316306** and make alternative arrangements for collection.
- A late collection charge will apply on collections after the end of the booked session (from 6pm). The charge will be £5.00 per child for each 15 minutes of lateness.
- Parents/carers must ensure that the School has an Emergency Contact that they are authorised to contact should you for any reason not arrive by 6pm. If you or an emergency contact do not arrive by **6.30pm** then social services will be called.

If a child is persistently collected later than the agreed time (persistently will mean more than 3 times) the School reserves the right to withdraw the child's place from attending After School club.

### **Unplanned Sessions**

Children who turn up at the club to attend additional sessions without the parent/carer first booking the session will be looked after whilst their parent is called to come and collect them. The parent/carer will incur a fine of £10 in addition to the price of the session per child.

## **2.6 School Closure in an Emergency**

Should there be a reason to cancel Wraparound Care, i.e. heavy snow, parents/carers will be sent a text via Teachers2Parents. Bradwell Village and Priory Common Schools will also be notified and asked to message those parents who use this service. Parents/carers are encouraged to also check the Heelands school website where a message will be posted on the home page.

## **2.7 Sickness**

All wraparound care staff members have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents are asked not to bring their child to the After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the wraparound care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.

## **2.8 Medication**

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

The Wraparound Care provision is unable to administer any medication during sessions. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer. Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor with consent of the parent/carer.

## **2.9 Behaviour**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents/carers will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

### **3. Exclusion from using our service**

We reserve the right to cancel any booking with us at any time, for reasons such as (but not limited to) repeated late collections, or repeated late payment of fees. In these instances, Parents will receive a final written warning. Following this written warning, should a Parent be late with collection/payment again within the next 12 months, their booking will be cancelled with two weeks' notice to make alternative arrangements. In the event of this cancellation, the Parent will be required to pay for their remaining fortnight in advance (if it has not already been paid for). If a Parent does not pay this fee, their booking will be cancelled with immediate effect.