



Wraparound Care Policy 2025

Our Wraparound clubs have been in operation for many years at our school, providing high quality care and activities for children who attend Sunningwell Primary school. We offer clubs in the morning before school and after school.

Timings

Mornings 8.00am to 8.40am

After school 3.15pm to 5.15pm.

There are two sessions running from 3.15pm to 4.15pm and 4.15pm to 5.15pm.

What is Morning club

Club provides care for children from 8.00am until 8.40am. Children are taken to their classroom after the session ready for the school day.

What is After School Club

Our After School Club offers activities each day. There are two sessions Monday – Thursday and one on a Friday. The activities are as follows.

Day	Session 1 3.15pm – 4.15pm	Session 2 4.15pm – 5.15pm
Monday	Sport	Free play
Tuesday	Sport	Free play
Wednesday	Art	Free play
Thursday	Computers	Free play
Friday	Childcare – Free play	

Who runs After School Club?

School staff are employed to run the clubs each day. All staff are DBS cleared.

How to book clubs

- All bookings should be made on the Arbor system 48 hours prior to the club taking place.
- Morning clubs for Monday need to be made by 9.00am on the Friday prior during term time.
- Morning clubs for the first day back after a school holiday, must be booked on the last day of the previous term to secure a place.
- Staff working in either morning or after school clubs should not be asked to amend/add/cancel any bookings.

Charges and bookings

- Morning club £5.00 per session
- After school club £5.50 per session
- Payments are required at the time of online booking.
- Children who are absent from school due to ill health will still be charged for sessions booked.
- Charges for clubs are subject to change and reviewed annually.

Late/Emergency bookings

- Clubs cannot be booked on Arbor after 48 hours before the session will take place. If you require a late booking, please email the school office.
- The charge for a late booking is £11.50 per child per session for After School Club and £11.00 for Morning club.

Additional Charges

- If you are late picking up for the 1st club, you will be charged for the 2nd club also.
- If you are late collecting your child at 5.15pm, you will be charged £15 per 15 minutes that you are late.
- If you are late for either club it would be appreciated that you call 01865 739378.

Cancellation

- Cancellations can be made up to 72 hours before the session takes place. Requests for cancellations must be emailed to the school office. We are unable to swap sessions that have been booked to other dates.

Drop off/Collection

- Morning club - Children should enter the school building from the classroom known as 93/4 for morning club.
- Children should not be dropped off without a parents/carer bringing them into the building.
- Children will go to clubs from their class at the end of the day.
- Parents should collect their child from the class known as 9 ¾.
- If children have not attended school that day, they do not attend club sessions.
- Parents should not use the Staff Car Park when dropping off/collecting their child from club.
- Children must be signed in/out by the parent/carer before entering or leaving a club.
- If it not a parent/carer is not collecting their child, please email the school office to inform us of the details by 1.00pm.
- Children will not be allowed to leave the building without a parent/carer.

Do you accept Childcare Vouchers?

- We do accept Childcare vouchers and tax-free childcare vouchers. Please email the school office for our details for your childcare voucher supplier.
- If you pay by childcare vouchers, we do require the funds transferred to our account and notification from the provider before this can be applied to your account and you can book using these funds.

Behaviour

- We do expect appropriate behaviour from children attending clubs.
- We do reserve the right to exclude on a temporary or permanent basis, any child whose behaviour spoils the enjoyment of other children attending a club or presents a risk to the safety of children, staff or property.

Complaints

- Should you have any concerns about the provision of wraparound care, please contact Pearl Givinch, School Business Manager.
- If this is not resolved, please contact Mrs Leech, Head teacher.

BY BOOKING A CLUB ONLINE YOU AGREE TO THESE TERMS AND CONDITIONS