



**FOREST OF DEAN TRUST**  
**Drybrook Primary School**

**Policy:** Before & After School Club Policy  
**Date:** February 2025  
**Next Review Date:** September 2025  
**Updated by:** TH/SG

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## 1. Introduction

Drybrook Primary School's **Wraparound Care**, including **Breakfast Club and After-School Club**, provides a **safe, supervised, and engaging environment** for children outside of normal school hours. The club supports working parents while ensuring children have structured activities before and after the school day.

This policy outlines the procedures, expectations, and guidelines for both parents and staff to ensure the smooth running of the clubs.

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## 2. Aims and Objectives

We aim to:

- Provide **high-quality** wraparound care in a **safe and secure** environment.
  - Offer a range of **engaging activities** suitable for all ages.
  - Ensure children are **well-supervised** at all times.
  - Maintain a **fair and sustainable** booking system to support families while keeping the provision financially viable.
  - Regularly monitor **demand and financial sustainability** to ensure wraparound care continues to meet the needs of families.
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## 3. Club Details & Supervision

Club	Opening Hours	Location	Access Point
<b>Breakfast Club</b>	7:45 AM – 8:45 AM	Willow Nursery	Via front school gate, walk down to Willow Nursery
<b>After-School Club</b>	3:15 PM – 5:15 PM	Willow Nursery	Via front school gate, walk down to Willow Nursery

- A **healthy snack** is provided during both clubs.
- Activities include **indoor and outdoor play, crafts, reading, and games**.
- Homework support is available upon request.

### 3.1 Staffing and Supervision

- Wraparound Care is staffed according to **appropriate ratios**:
- **1:8** for Early Years children
- **1:10** for children aged 5–7
- **1:15** for children aged 8+
- A **designated first aider** will always be present on-site.
- A **Designated Safeguarding Lead (DSL)** will always be present during wraparound care hours.
- Staff absence will be managed to ensure appropriate ratios are always maintained.

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## 4. Booking and Payments

### 4.1 Booking Process

- All bookings must be made **via Bromcom** through the My Child at School (MCAS) app.
- Parents can select their desired session and **pay at the time of booking**.
- If you do not see Breakfast or After-School Club listed, check the **'Enrolled'** section.
- Where possible, we encourage parents to **book at least the night before** to support staffing and planning.

### 4.2 Short-Notice Bookings

We understand that occasionally **unforeseen circumstances** arise where parents may need to book their child into Wraparound Care on the same day. In these cases:

- **Parents must log in to the MCAS app and book the session**, ensuring payment is made in advance.
- **Parents must also notify the school office** once the booking is complete.
- We will always accommodate short-notice bookings where possible.
- However, if short-notice bookings **become a regular occurrence**, we will arrange a discussion with parents to explore a more consistent approach to bookings that ensures availability and staffing efficiency.

### 4.3 Payment Policy

- **Advance Payment Required: Sessions must be paid for at the time of booking.**
- This advance payment system helps families **avoid getting into debt** and ensures the sustainability of our provision.
- Payments can be made securely via **Bromcom's online system**.
- If payment is not made, the booking will not be confirmed, and the child **will not be able to attend**.
- **For the most up-to-date session fees, please refer to the school website or check the MCAS app. Parents will be notified in advance of any changes to pricing.**

### 4.4 Childcare Vouchers & Government Schemes

- Parents using **childcare vouchers** must contact the **school office** to arrange bookings.
- The office will manually process voucher payments and confirm bookings accordingly.
- This provision is **in line with government-backed childcare schemes**, including **Tax-Free Childcare and Universal Credit Childcare Support** for eligible families.
- **Parents will receive half-termly reminders** about available childcare financial support schemes.

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## 5. Collection & Late Pick-Up

- The **final collection time is 5:15 PM**.
- If a child is **not collected on time**, staff will attempt to contact parents and emergency contacts.
- **Late collection patterns will be tracked**.
- If **persistent late collections** occur, the school will discuss alternative childcare arrangements with parents.
- Children who are **persistently collected late may lose their place in Wraparound Care**, just as those who consistently display disruptive behaviour.

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## 6. Illness & Emergencies

- If a child **becomes unwell during Wraparound Care**, parents will be contacted via phone to arrange collection, following the **same illness policy as during the school day**.
- If a child has a **serious accident or medical emergency**, first aid will be administered, and parents will be contacted immediately.
- If necessary, an ambulance will be called, and **a staff member will accompany the child to the hospital until a parent arrives**.

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## 7. Closure Due to Unforeseen Circumstances

While we **do not envisage** wraparound care needing to be cancelled at short notice, we recognise that unforeseen circumstances (such as extreme staff shortages or emergencies) may arise.

- **We will make every effort to ensure the provision remains open**, with multiple staff available to cover where needed.
- If closure is unavoidable, we will contact parents **as soon as possible** via **phone** to ensure they are spoken to directly, as well as follow-up messaging.

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## 8. Cost & Demand Review

- **Demand, staffing, and financial sustainability will be reviewed at the start of every academic year and at every half term.**
- Costs will be adjusted based on **operational needs, parental demand, and government guidance.**
- Any updates to this policy or session fees will be communicated to parents via the school website and email.

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## 9. Related School Policies

This policy aligns with:

- **Safeguarding and Child Protection Policy**
- **Student Behaviour Policy**
- **SEND Policy** – *Wraparound Care staff have access to the full range of support networks available in school for SEND children.*
- **Health and Safety Policy**
- **First Aid Policy**
- **Collecting Children from School Policy**
- **Emergency Procedures Policy**
- **Student Attendance Policy**
- **Complaints Policy**