NORTH YORKSHIRE
RURAL SCHOOLS FEDERATION

Love, Learn and Grow Together

Wrap Around Care Policy

At Foston and Terrington Church of England Schools our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity, is rooted in the words of St Paul who wrote, 'The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control' (Galatians 5 v 22-23). Our core Christian values, love, joy, patience, and self-control are fostered in the pupils and staff, building an ethos where all can flourish.

At Stillington and Langton Primary Schools our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity is rooted in the core values of love, joy, patience, and self-control. These core values are fostered in the pupils and staff, building an ethos where all can flourish.

Agreed by the Governing Board: October 2025

Next review: October 2026

Introduction

We provide wrap around care and extra-curricular clubs as part of their extended schools offer. Wrap around care is primarily to support working parents by providing before and after school childcare. Whilst activities are led by the staff, they will vary and there will also be opportunities for children to relax after their busy school day and do homework if appropriate.

Extra-curricular activities provide a block of short sessions of a focused activity usually led by an individual with expertise and training in the activity to extend children's experiences in that area. They will be limited to particular age-groups due to the nature or level of the activity and numbers will be limited due to staffing capacity and resources. The schools aim to provide a programme of different extra-curricular activities across the year that will appeal to a wide range of ages and interests.

Parents can combine wrap around care and extra-curricular activities to meet their needs, but they are charged for and must be booked separately where appropriate.

Eligibility for Wrap around Care

Places are allocated to children that attend full time education. If there are available spaces, we do accept nursery children, but they must be 4 years old. On some occasions we do accept children who are 3 years old, however, this must be preauthorised. We aim to provide a safe, clean and welcoming environment for children in our care. Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

Wrap Around Care Aims

Our aims are:

- To provide wrap around care in a safe and secure environment.
- To provide a variety of stimulating and exciting play opportunities and activities for the children in a group situation.
- To provide opportunities for relaxation for children after their busy school day.

To achieve our aims:

- We will hold wrap around care sessions every day during term-time.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is always a qualified paediatric first aider on the premises.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

Wrap Around Care Provision

Breakfast Club

Breakfast Club runs from Monday to Friday during term-time. Breakfast is available until 8.30am.

Foston	Terrington	Stillington	Langton
8.00am-8.45am	8.00am-8.45am	8.00am-8.45am	8.00am-8.45am

Afterschool Care

Afterschool Care will run Monday to Friday during term-time. The care will run from the school finish time. Snacks are available from 4.30pm.

Day	**Foston** (advance booking required until 6pm)	**Terrington**	**Stillington** (advance booking required until 6pm)	**Langton**
Monday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm
Tuesday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm
Wednesday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm
Thursday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm
Friday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm

Extra-curricular Clubs

Extra-curricular clubs will run from Monday to Friday during term-time, we will aim to offer extra-curricular clubs in addition to our wrap around care activities where appropraite. These will be available throughout the school year. You can find out more information about the clubs we offer from the weekly bulletins.

Foston	Terrington	Stillington	Langton
3.30pm-4.30pm	3.30pm-4.30pm	3.30pm-4.30pm	3.30pm-4.30pm

Security Policy

The school is committed to providing a safe and secure environment for our wrap around care and extra-curricular clubs' provision. Staff will adhere to the following guidelines:

- No child will be left unsupervised at any time in club our wrap around care or extra-curricular clubs' provision.

- Staff / child ratios of **1:13** in wrap around care. This is based on government guidance and staffing qualifications. Extra-curricular ratios will vary dependent on the activity provided.
- Children will not be allowed to leave with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain in school and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club by staff members.
- Parents should ensure children are handed over to an adult in the wrap around care before they leave.
- External providers will be monitored to ensure they are adhering to school policies and are providing a quality club.

Complaints and Comments Policy

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to providing, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues.
- If parents are unhappy with the action taken by members of staff, contact with the Headteacher should be made.
- Following this response, the Governing Body will be informed, and appropriate action will be taken. If parents wish, the Governing Body can be contacted at the initial stage of their issues. An email address can be provided through the school office, or you can send a letter c/o Chair of Governors to the school address.
- If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Headteacher and the Governing Body in line with the school's complaints policy.
- All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.

Parental Involvement Policy

We believe that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish. We encourage parents and carers to express their views and value any information shared with staff members. Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's achievements. Parents will gain an insight into our wrap around care and extra-curricular club offers through our school bulletin.

Behaviour Overview

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour by encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults and property. Understandable rules are applied to be fair and consistent. Parents will be informed of persistent unacceptable behaviour. A child may be monitored by staff to identify any further problems. If a child's behaviour does not improve parents would be advised by senior staff to consider contacting professionals.

Parents will also be invited into school for a meeting to discuss the behaviour further. The schools' behaviour policy will be followed during any extended school provision (wrap around care and extra-curricular clubs). This policy can be found on the schools' website.

Special Educational Needs

Policy General statement of values and beliefs

- In wrap around care and extra-curricular clubs, we believe that children with disabilities are children first, sharing the same needs and desires as all children.
- We feel that where possible all children should share social and learning experiences with their peers in local settings.
- Inclusion is a human right with benefits to all.
- Our aim is that all children will be happy in the environment with activities to suit individual needs and abilities.
- Inclusion teaches children and adults to accept and value everyone, whatever their differences, it challenges fear and prejudice.

Parent partnership

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate notification of any child who has an identified need in order for us to support and include the individual in every activity we plan. Where we have a concern about any aspect of your child's development we will always talk to the parent/carer. We understand that circumstances vary at home and at school and these can have an effect on children's learning, emotions or behaviour. In conclusion, we aim to include all children into our wrap around care and extra-curricular clubs' provision regardless of their needs.

Food and Hygiene Policy

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.
- Children will be encouraged to wash their hands on a regular basis and before and after eating food.
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area and utensils are thoroughly cleaned on a morning and afternoon after session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff preparing food will always adhere to personal hygiene recommendations.

Nutritional Food Policy

What we want to achieve:

- Ensure that all meals available in school are healthy.
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable.
- Promote food that reflects the healthy eating messages taught in the classroom.
- Encourage healthy eating (pupils are encouraged to select their own breakfast and snacks from the choices on offer).

In breakfast club we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day. Daily we aim to provide rice, wheat, oat and corn-based cereals, that are not sugar coated and these will be served with semi-skimmed milk. Alongside these we will serve toast. We will also try to provide seasonal fruits for the children, and as treats, we may serve crumpets, waffles and pastries (whole grain varieties will be served whenever possible).

In after school care, we aim to provide healthy and balanced snacks and encourage children to make healthy choices. The first snack we offer is a piece of fruit of the child's choice, there will be a further snack offered later in the wrap around care. Water and juice will be provided unless another alternative has been requested by the parent/carer due to medical reasons/allergies. Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather. Treats for parties and celebrations will be offered but will always be carefully selected to ensure the allergens and dietary requirements of all children are met and no child is excluded.

Guidelines for School Staff Accessing Wrap Around Care Services

Staff members who wish to enrol their children in these services are required to pay the standard fees that apply to all users with no discounts or preferential rates, to ensure fairness and consistency across the federation community. Bookings must be made in advance, following the same procedures as for other parents and carers.

Exceptions:

- Staff who are actively leading or supervising the after school club are exempt from wrap around care charges for their own children during the sessions that they are directly facilitating, in recognition of the recruitment and retention difficulties in staffing these posts.
- Other exceptions may only be considered in cases of financial hardship and must be agreed in writing by the Executive Headteacher.
- Exceptions are non-contractual, discretionary and subject to withdrawal at any time.

Extended School Provision Terms and Conditions

These terms and conditions relate to Foston, Langton, Stillington and Terrington provision of wrap around care (breakfast club and after school care) and extra-curricular clubs. By signing their completed Booking Forms, parents and carers indicate that they have read, understood and shall comply with these Terms and Conditions.

Extended School Provision

Breakfast Club runs from Monday to Friday during term-time.

Foston School	Terrington School	Stillington School	Langton School
8.00am-8.45am	8.00am-8.45am	8.00am-8.45am	8.00am-8.45am

Wrap around afterschool care will run Monday to Friday during term-time and a substantial snack will be available.

Day	**Foston** (advance booking required until 6pm)	**Terrington**	**Stillington** (advance booking required until 6pm)	**Langton**
Monday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm
Tuesday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm
Wednesday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm
Thursday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm
Friday	3.30pm-6.00pm	3.30pm-5.00pm	3.30pm-6.00pm	3.30-6.00pm

Extra-curricular clubs will run from Monday to Friday. These will be available throughout the year during term-time.

Foston Primary	Terrington Primary	Stillington Primary	Langton Primary
3.30pm-4.30pm	3.30pm-4.30pm	3.30pm-4.30pm	3.30pm-4.30pm

Booking Places to Wrap Around Care

1. All places must be booked via Arbor.
2. Places can be bookable online until the session commences via Arbor.
3. Places are limited for each session.
4. Wrap around care must be paid upfront through Arbor.

Booking Places to Extra-curricular Clubs

- Parents / carers will be notified of all extra-curricular clubs via the school bulletin.
- Places must be booked by Arbor.
- Places are booked on a block basis for the course of each extra-curricular club if this is an external provider.
- Extra-curricular clubs should be paid upfront through Arbor when booking the club.

Cancellation Policy

Wrap Around Care

Parents are required to cancel bookings to wrap around care through Arbor if you no longer require a booked place. Any cancellations will be held as a credit against further bookings rather then refunded. Parents will not be charged if pupils are absent from school due to illness.

Extra-curricular Clubs

Places for extra-curricular clubs are booked on a block basis or individually depending on the club. If this is an outside provider, this will be a block booking. Please be aware that the full amount for this block will be charged and pro-rata refunds will only be made if pupils are absent from school due to illness.

Payments

- Payments to be made using Arbor and all charges will be found on accounts when booking a club.
- If you are paying for club using childcare vouchers, please inform the school office about this.
- You will not be able to book a place in wrap around care without prepayment.

Pupil Premium and financial hardship

- Children in receipt of Pupil Premium may be able to attend extra-curricular clubs at a discounted price in liaison with school.
- Families on low incomes or who are having financial difficulties are encouraged to come and speak to the school to see if we are able to help.

Collection

- School will follow safeguarding policies for Collecting Children from School in when wrap around care or extra-curricular club is finished.
- Parents will be charged accordingly if they do not collect on time, and you will receive a phone call as safeguarding procedures will be followed as per policy.
- Children may only be collected by those authorised on the school registration form. In an emergency, alternative arrangements should be made by contacting the school/extended school leader. In the event that a child is not collected, the adult responsible for the class will contact the parents/emergency contact. In the event that they cannot be reached, the school's Collecting children from school policy will apply.

Behaviour

Children are expected to demonstrate good behaviour at all times during Extended School Provision (wrap around care and extra-curricular clubs). Where a child consistently demonstrates unacceptable behaviour, the parents and relevant staff will be involved in

discussing the most appropriate response/action. The school's behaviour policy will be followed for all extended school provision.

Appendix 1

Wrap around care and extra-curricular Clubs Agreement

I ……..…parent/carer of

……..…….. have read and accept a copy of the wrap around care and extra-curricular clubs policy and agree to abide by the terms therein. I accept that I am the 'contracting parent' for the above child and agree to make payments each month via ParentPay.

Parent Signature ……

Print name …….

Date …….

Appendix 2 Pupil Information Form

Pupil Personal Information

Name	
Home Address	

Main Contact Information

Name	
Relationship	
Mobile	
Home / work	

Secondary Contact Information

Name	
Relationship	
Mobile	
Home / work	

Other Contact Information

Name	
Mobile	
Home / work	

Appendix 3 Health and Care Needs

Medical Conditions	
Care Needs	
Adjustments that may be required to meet my child's needs during wrap around care provision or Extra-curricular clubs	
Dietary information	
Any further information	

Is there a Health Care Plan in place in school? Yes / No

Is there an Education Health Care Plan in place in school? Yes / No

Appendix 4 Nominated Individuals Authorised to collect your child

Childs Name: ……..

Please provide on the list below the full names of all individuals authorised to collect your child from our wrap around care or extra-curricular clubs.

Name	Relationship to the child