

**The Croft Preparatory School  
Wraparound Provision Policy**

Policy Reviewed (BT) Amended March 2026	06 May 2025
Peer Review Completed	20 May 2025
Ratified by SLT	03 June 2025
Next Review Date	May 2028

The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Facilities Manager and Governing Committee.

Notwithstanding the above delegation, the Proprietors retain ultimate responsibility for how the statutory functions are executed.

**Introduction**

The Croft Preparatory School offers a high-quality Wraparound facility to pupils and parents. This out of hours provision is available to all registered pupils at the school.

Wraparound aims to provide a welcoming, safe and secure environment for pupils both before and after the school day. The times of the sessions are as follows:

Session	Time
Breakfast session	7.45 - 8.30am
After School session	4.00 - 6.00pm

Pupils will be able to enjoy breakfast before the start of the school day or eat a light snack after school, whilst enjoying time to play and socialise in a calm and relaxed environment.

**Staffing and supervision**

At least one level-3 qualified staff member runs each Wraparound session and children are always under adult supervision.

The legal Early Years Foundation Stage adult:child ratio is always observed with children aged 3 and above (Little Crofters) operating at 1 adult to 8 children ratio.

For Reception year children and above, the school will always try and adhere to a maximum 1:10 ratio.

All staff that work in Wraparound are employees of the Croft and therefore subject to the School's safer recruitment and disclosure procedures. All members of staff hold current DBS checks and have had up to date safeguarding training.

There is always a member of staff on duty who is first aid trained, including paediatric training where Early Years children are present.

### **Attendance Costs**

Current attendance fees for Wraparound can be found on the school website and will be invoiced with school fees on a termly basis.

The fees include staffing, food and equipment costs. The school reserves the right to increase the fees from time to time if day-to-day running costs require it.

### **Booking Procedures**

Bookings for Wraparound should be made via the Family app for which all parents are supplied with logging on credentials. If booking via the app proves difficult, or if a regular booking is required, then an email to [wraparound@croftschoo.co.uk](mailto:wraparound@croftschoo.co.uk) can be sent. Alternatively, parents may telephone the school office on 01789 293795. Cancellation of any booking can be made using the same systems.

24 hours advance notice is usually required to book children onto sessions, to ensure that staff:children ratios are correct and appropriate food can be provided. The school understands that life can be unpredictable however, so will always try and accommodate late bookings where possible, however these cannot be guaranteed.

Where cancellation of the session is made with less than 24 hours' notice, the full session fee will still be charged.

### **Drop off Procedures**

For the breakfast session, children should be dropped off at Wraparound by their parent/carer and signed in by a member of staff.

At the end of the session, Early Years, Year 1 and Year 2 (Pre-Prep) children are escorted to their classrooms at 8:30 am whilst children in Years 3 – 6 (Prep) make their way to their form rooms independently.

For the after-school session, Pre-prep children are supervised in Late Duty, from 3.30 – 4.00 pm before being escorted to Wraparound by staff at 4 pm. Prep pupils make their way to Wraparound after being dismissed from afternoon Prep, where they are registered by Wraparound staff.

## Afternoon Collection Procedures

Parents/Carers should collect their children from the after school Wraparound session, or name an alternative person to collect their child, (any collecting adult must be aged 18 years or over). If there is any change to this arrangement the Wraparound staff must be notified beforehand.

When collecting a child from Wraparound, staff will sign the children out and note down the time of collection. Where another adult who is unknown to school staff needs to collect the child, staff will operate a 'password' system for security.

Please note the school will not allow any child to go home with an unknown adult without parental permission or where the correct password has not been given.

## Late collection

In the event that a child is not collected by 6.00pm and no call has been made by the parents to inform the school that they are going to be late, the procedure outlined below will be followed:

- The staff member will endeavour to contact all persons listed on the school system as emergency contacts
- If none of these persons can be contacted, at 6.30pm the member of staff will update the Headmaster or one of the designated safeguarding leads
- After all avenues of contact have been exhausted and the School has not received any contact from the parent, the Headmaster (or designated safeguarding lead) will make the decision to contact the Local Authority

There is a £10 late collection charge for any children collected after 6:00pm.

## Fire Procedures

In the event of a fire, all children will be escorted to the Castle playground, following the same procedure and expectations that are practised during the standard teaching day. Wraparound staff will ensure all pupils are accounted for.

## Food choices

Breakfast includes a choice of toast, bagels or cereal and children are encouraged to drink water or milk.

After school there will be a light meal such as sandwiches, filled pitta breads, pizza or toasted teacakes. Special dietary requirements and allergies will be catered for.

## **Complaints**

If parents wish to raise a complaint, they should follow the steps outlined in the whole school Complaints Procedure, raising it with Wraparound staff in the first instance.

## **Health and Hygiene**

It is the responsibility of the Wraparound staff to clean work surfaces and toys at the end of each session and ensure the Wraparound kitchen is clean. The school's cleaning team vacuum, remove rubbish and clean the toilet facilities.

Good hygiene practice concerning the clearing of bodily fluids is always carried out.

The school complies with food safety requirements and Wraparound staff have undertaken food hygiene training.

Allergen and medical information is made available for all children attending sessions and checked carefully by staff.

There is a trained first aider, which will include paediatric training, available at every session

Any accident or incident will be recorded via Family and parents notified.

## **Activities**

There is free play, organised activities and the opportunity to complete homework.

Free activities may include; using the computer, art and crafts, painting, drawing, jigsaw puzzles, reading, board games and outdoor play. Children are encouraged to choose activities/resources independently.

## **Outdoor Space**

Children have access to outdoor space during Wraparound sessions, when the weather allows. Staff undertake a visual check of the space before each session to ensure it is safe to use. When children are outside, there is a member of staff member supervising them. If some children are inside and some are outside the door will be kept open.

The supervising adults are aware of the whereabouts of the children at all times.

## **Equipment**

All toys and equipment are regularly checked for wear and tear and any equipment damaged during play is removed immediately.

Where children can safely tidy up, they are encouraged to do so.

Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

## **Behaviour**

Wraparound follow the same behaviour policy as the rest of the school and children attending the sessions are expected to behave in accordance with that policy. A child may be banned temporarily or permanently from the facility if their behaviour is a continuing issue.

## **Illness**

If parents suspect that their child may be unwell at all they should inform a member of the Wraparound team. Should they become unwell during a session it may be necessary for parents to collect them before the end of the session.

## **Related policies**

The Breakfast/After School Clubs follow the policies of The Croft school.

Please refer to the following policies:

- First Aid Policy
- Safer Recruitment Policy
- Pupil Health and Medical Care Policy
- Positive Behaviour Policy
- Health and Safety Policy
- Fire Safety Policy
- Child Protection and Safeguarding Policy
- Low Level Concern Policy
- Online Safety Policy
- Missing Child Policy
- Anti-bullying Policy
- Data Protection and Retention Policy
- Information Security and Data Breach Policy
- Staff Code of Conduct
- Complaints Procedure
- Equality & Diversity Policy