



Crockerton Church of England Primary School

Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB

Web: www.crockerton.wilts.sch.uk Tel: 01985 212168

Headteacher: Mrs Nic Ilic

VISION STATEMENT

Be joyful. Grow to maturity. Encourage each other. Live in peace and harmony.

2 Corinthians 13:11

Wrap Around & Holiday Care Policy

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	January 2018
Reviewed	September 2024
Author	Head Teacher
Review Cycle and Approval	2 Years Head Teacher
Next Review	September 2026

We are committed to safeguarding and promoting the welfare of children and young people



See also Attendance Policy and Traffic Management on the website.

Breakfast Club

Breakfast Club runs every day during term time. The sessions run from 7.45am to 8.45am. Children may participate for the whole or part session. Please try to be in by 8.20am as children will often be heading outside for a 'run around' before going to class. Bookings need to be made through Sco-pay and Mrs Newbery runs these sessions. The sessions consist of a breakfast – cereals, fruit, toast; followed by an activity eg jigsaws, drawing, a game.

After School Club

Depending on volunteers and leaders, we are sometimes able to offer after school club. Eg Yoga, netball, football. If parents would like to run a club, they will need to apply for a DBS from school. There is usually a charge for this club to cover costs.

Late Club – everyday, for all ages.

We are very pleased to be able to offer a Late Club every day, run by a member of school staff, usually a teacher. We operate these as themed eg comics, computing, art.

'Late Club' is every day where the children can stay in school until 4.15pm. The children are given a drink and a biscuit.

There is a nominal charge of £2.00 per child. If your child is entitled to 'free school meal' please speak to Mrs Bawden about a remission to this payment.

Any child not picked up by 5 minutes after their home time, will attend Late Club asking for a signature and payment will be placed on the Sco-pay app.

Extra-Late Club

This runs currently, Monday to Thursday from 4.15pm to 5.30pm and is led by Mrs Newbery or Mrs Ilic.

There is a charge to this club of £5 payable via Sco-pay. (If wrap around care is needed from 3.30pm – 5.30pm a total of £7 will need to be paid.

If parents/carers are late to collect their child

If a parent is late to collect at the end of the school day, the child will attend Late Club. If the parent is late for Late/Extra Late Club the school will follow these recommended procedures.

- contact the parent/carers on the telephone numbers or email addresses they have provided
- call emergency contacts if parents cannot be reached, so an authorised adult can come and collect the child
- keep records of late collections
- in the event of frequent late collections, send home a letter to parents advising that frequent late collections may result in the school contacting children's social care if they are concerned about the welfare of a child.

If the parent/carers or authorised people cannot collect the child and someone else will be coming instead, the parents need to notify the school as soon as possible and identification may be required.

If parents/carers fail to collect their child from school/wraparound care clubs and unsuccessful contact made with all named persons, the school will apply child protection procedures and contact children's social care. While the child remains uncollected they will stay at school in the care of two fully vetted members of staff (one should preferably be the designated safeguarding lead or deputy). Staff should not take the child home with them, transport them home or go in search of parents/carers. A full written report of the incident should be recorded.

\\Cpsdc01\staff_shared\Policies - Current\Codes of Conduct & Handbooks\Safeguarding\A child not collected from school - Wilts guidance.docx

Holiday Care

At present, Crockerton Primary School does not offer holiday care. Through our agencies that we work with through the year and other companies who may share emails, we advise holiday care through emails and leaflets, when they are received.

On occasions, there is a Wrap Around Club for Teacher Training days. These will be shared on the newsletter and there will be a cost.