



Wrap Around Care and Procedures

Approved by:	Castlefort Governing Body	Date: September 2026
Signed by:	Chair of the Governing Body	
Last reviewed on:	September 2025	
Next review due by:	September 2027	



Breakfast and After School Club Policy

What is the purpose of this policy?

The purpose of this policy is to describe how Castlefort Academy delivers a 'Breakfast and After School Club' facility, which is affordable, sustainable and high quality. The policy aims to enhance the safety and wellbeing of all staff and children in the 'breakfast and after school club' facility.

Statement of Intent

Castlefort Academy is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of extended school provision.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have wrap-around care before and after school hours.

What is Before and After school club?

Castlefort Academy recognises the need to support working parents and provision has been made for the care of its pupils before and after the standard working hours of the school.

At Castlefort Academy, we provide a breakfast and after school club which welcomes pupils from 7:30am until the start of the school day and then after school until 5:30pm, Monday – Friday. The club is run by members of staff at Castlefort Academy who provide food, activities and care for the children. The club leader works with the school's senior leadership team and Headteacher to ensure that procedures and practices represent and reflect the school's mission, values, ethos and policies of the school. Only children attending Castlefort Academy are eligible to attend the wrap-around facility.

Where is Breakfast and After school club located?

Breakfast and after school club is located off site. Castlefort Academy lease a Walsall Housing Group building to enable pupils at the school a suitable facility for this provision. The building is located opposite the school at 27 Druids Walk, Walsall Wood.

Administration of Breakfast and After School Club

A copy of the breakfast and after school club's terms and conditions must be signed and given to the school office prior to any new child starting. Once the forms have been received, these will be stored in the files belonging to the club.

Separate breakfast and after school club registers are kept by the club leader. The register is updated weekly – parents and carers are aware of the necessity for families to book in advance to comply with staffing ratios and available spaces.

The club leader is responsible for ensuring that the number shown of the register matches with the number of children present haven taken into account absentees and those attending another cross-curricular club prior to joining after school club at 4:15pm.

Admissions

Breakfast and after school club is only for Castlefort's pupils from Reception to Year 6. Unfortunately, Nursery aged pupils cannot attend our 'Breakfast and After school club'. All sessions have a maximum number of spaces (28). Please speak to the school office if you would like your child/ children to attend the club and a contract will be sent home.

Should the maximum number of 28 places be reached, priority will be given to those who have the greatest need. Parent/ carers will then be contacted to confirm whether or not their child has been allocated a place. Those on a weekly saver contract will be given the opportunity to secure their place for the whole year. All other contracts will be renewed termly to support families whose working patterns may be subject to change.

Staff running the club will use personal information held in school for your child to protect them. All the information will be treated as confidential and will be stored appropriately. Emergency contact details held by the school must be kept up-to-date at all times and it is the responsibility of the parent/carers to notify the school of any changes in details as soon as possible.

All parents/carers must complete a registration form for each child attending the club and sign an agreement to adhere to the terms and conditions of this policy. Failure to do so will result in a delay of their child/ children starting the provision.

Bookings

Parents/ carers who are interested in the wrap-around care facility will need to email support@castlefort.lhmat.com to register their interest.

All requests for places must be made before the start of each academic term and will run for the duration of the following term. This is to ensure that staffing levels are sufficient and the club does not run at a loss financially. Payments and bookings must be made weekly.

We will not accept bookings from parents/ carers at any point after the deadline provided each term with the exception of new joiners to the school, if places are still available for them. Parents/ carers are expected to book and pay for the sessions, which they declared in their declaration of interest form, irrespective of whether or not their child can or cannot attend due to illness or other factors. Failure to do so could result in the Headteacher revoking their place in the facility.

If parents/ carers require the service on an ad-hoc basis, they must still complete a temporary contract and inform the school office at the earliest point of time. Ad-hoc places are never guaranteed. Parents/ carers must request an ad-hoc place, which will be granted only by the Headteacher subject to spare places being available at their request.

Opening hours

Breakfast club: 7.30am - 8.40am (Monday – Friday).
After school club: 3.15pm - 5:30pm (Monday - Friday).

Charges

Breakfast club (7:30am - 8:40am): £7.00 per session
After school club (3:15pm - 4:30pm): £7.50 per session
After school club (3:15pm - 5:30pm): £9.50 per session
After club care (4:15pm – 5:30pm): £4.50 per session
Weekly Saver: £70 per child (Equivalent to a £12.50 saving for a full week per child).

Staffing

At Castlefort Academy, we recognise the importance of consistency within the setting. As a result, all wrap-around care staff are direct employees of the school. They are familiar with the routines of the school day and work within the school's policies. We know through experience that this supports transition at the beginning and the end of the school day for all involved.

All staff will have current 'Disclosure and Barring Service Checks' in place and be up-to-date with the school's safeguarding procedures. If a member of staff is absent, alternative cover will be arranged to ensure the club continues to take place. It will be the responsibility of the lead practitioner of the club to contact either the Head of School or Headteacher who will work together to arrange cover. All staff must hold certificates in first aid, basic food hygiene and safeguarding/child protection.

Ratios

There will always be two members of staff working at breakfast and after school club at all times. One member of staff will always be first aid-trained. Staffing can vary due to numbers but there will always be a minimum of two staff on duty to comply with ratio requirements. For out of school clubs in which the youngest children are of **Reception age or older**, the *statutory* minimum staffing ratio was reduced to 1:30 for children up to the age of eight in September 2014. Although this is the absolute minimum legal ratio, very few clubs will be able to operate safely at this level. As a result, we set our typical standard as the guidance recommends:

- a ratio of around 1:8 for children up to the age of eight.
- a ratio of around 1:10 for children over the age of eight.

Behaviour

Children attending breakfast and after school club are expected to adhere to the school's behaviour rules, although it is recognised that the atmosphere of the club will be less formal. Pupils who make poor choices will not receive yellow and red cards, as per the school's behaviour system, but they will be expected to take time out and could lose their privileges. Our behaviour approach is based on a whole school approach to positive reinforcement and modelling of good behaviour.

Staff will consult with parents/ carers to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents/ carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club leader may suggest that the child cannot attend the club going forward.

The Headteacher of Castlefort Academy reserves the right to refuse entry into the club if a child persistently breaks the rules, is constantly disruptive or refuses to follow orders from the staff. Staff have the right to work in an environment in which they feel safe and protected.

Fire Procedures

Should the fire alarm sound, staff members will take the children and the register through the nearest fire exit and onto the back garden where the fire register will be re-taken to ensure all children are present. If a fire is present, staff will immediately move the children to the school's main premises so they are away from the risk of the fire.

Illnesses, Accidents and First Aid

If a child becomes unwell whilst attending breakfast and after school club, we may need to contact the parent/ carer and ask them to make arrangements for the child to be collected. Every precaution is taken to ensure the safety of children at all time. In the event of an accident requiring urgent medical attention, the parent/ carer will be contacted immediately. All accidents will be recorded

using the school's accident forms. Records should detail the time, date, nature of the accident, type of injury, location of injury, action taken and by whom.

Medication

If a child needs to take medication whilst at the club, parents/ carers must e-mail medical@castlefort.lhmat.com and state the time, dosage and number of days required. Parents/ carers are required to inform breakfast and after school club if their child suffers from any medical conditions, including allergies. Staff are required to formally record when medication is administered.

Cancellation/ Refunds

Due to staffing ratios, **refunds will not be given** should a parent/ carer cancel your child's session or if the child is absent from school, unless there are exceptional circumstances agreed by the Headteacher.

Cancelling Places

If a parent/ carer no longer requires their place for the term, they should contact the school office as soon as they possibly can, so their place can be given to another child.

Late Pick Up

After school club runs until 5:30pm between Monday to Friday. If parents/ carers are late to collect their child/ children, they will be charged at a rate of £5.00 for every five minutes they are late. If this late fee is not paid, Castlefort Academy reserves the right to end the contract and deny entry into breakfast or after school club. It is the parent's/ carer's responsibility to ensure their child/ children is collected promptly at the end of their session. If unavoidably delayed, parents/ carers must contact the club leader via option 2 of the school's telephone number (01543 452158) and make alternative arrangements for collection.

Parents/ carers **must** ensure that club staff have an emergency contact phone number of a named adult who is able to collect should they be unable to collect themselves. Castlefort Academy reserves the right to end the contact of pupils where their parent or carer has broken the terms and conditions of the provision.

School Closure in an Emergency

Parents/ carers will be contacted either through text message or direct telephone calls should there be a reason to cancel breakfast or after school club. This is only likely to happen in emergencies to do with extreme weather (such as heavy snow) or a problem with the facilities (e.g. issues with access to gas or water).

Contact Information

Any issues parents/ carers have can be reported to either the school office on 01543 452158 during normal office hours or by pressing option 2 on the telephone in non-school working hours and speaking to the club leader.

Procedures for Breakfast Club

Greeting: The club leader or deputy leader is on duty every day to greet the children and parents/ carers as they arrive to complete the register. Children are then encouraged to participate in the activities and have breakfast.

Toileting: Children are to ask an adult before going to the toilet.

Breakfast: Food served includes toast and a range of cereal. Drinks provided are water or squash. Children are encouraged to keep the area tidy and clear up any spillages. Whilst eating, all children remain seated.

Activities: The club leader/ deputy leader is responsible for planning, setting up, tidying away and evaluating the suitability of the activities provided. Children are reminded to reuse and recycle as much as possible and to look after their resources.

Dismissal: At the end of breakfast club at 8:40am, children will be escorted to their classroom ready for the start of the school day.

Procedures for After School Club

Greeting: The club leader or deputy leader will collect the children from their respective classes and take them to the after school building with another member of the club staff.

Toileting: Children are to ask an adult before going to the toilet.

Snack: A snack is available to all after school club children and they are encouraged to sit to eat. Drinks provided are either water or squash. Children are encouraged to keep the area tidy and clear up any spillages.

Activities: The club leader/ deputy leader is responsible for planning, setting up, tidying away and evaluating the suitability of the activities provided. Children are reminded to reuse and recycle as much as possible and to look after their resources.

Dismissal: When parents/ carers collect their child/ children from after school club, they must be signed out.

Related Whole School Policies

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour policy

Appendix

- i) Before and after school club: pupil registration form.
- ii) Breakfast and after school club terms and conditions.

Date of Policy: June 2026

Signed: Mrs J L Wilson (Executive Headteacher)

Date of Review: June 2027

Before and after school club: pupil registration form (Appendix i)

This form must be completed in full. Failure to do so will result in your child not securing a place.

Pupil Information

Surname		Forename	
Home Address			
Post Code		Telephone	

Mother/Father/ Carer Information

Title		Forename		Surname	
Mobile number					
Home number					
Work number					

Mother/Father/ Carer Information

Title		Forename		Surname	
Mobile number					
Home number					
Work number					

Emergency Contact Information 1 – This person must be available to collect should you be unable to.

Title		Forename		Surname	
Relationship to child					
Mobile number					
Home number					
Work number					

Emergency Contact Information 2 – This person must be available to collect should you be unable to.

Title		Forename		Surname	
Relationship to child					
Mobile number					
Home number					
Work number					

Does your child have any medical information that we need to be aware of? Yes/ No

If yes, please state them in the box below:

Name of your child's doctor's practice: _____

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

Dietary Information

Does your child suffer from allergies? Yes/ No

Is your child a vegetarian or vegan? Yes/ No

Does your child only eat Halal meat? Yes/ No

Is there any other information that we may need to be aware of? Yes/ No

If yes, please state them in the box below:

Are there any other nominated individuals who you consent to pick up your child? Yes/ No

If yes, please provide details below...

Name of adult	Relationship to child
1.	
2.	
3.	
4.	
5.	

Please be aware that all adults who are unfamiliar to the staff will need to provide a password to collect your child. Please state the password you would like to use below:

Password: _____

Before and After School Club Terms and Conditions (Appendix ii)

I agree to the following terms and conditions:

- All requests for places must be made in the final week, which falls before the Autumn, Spring and Summer term via Piota. Once 28 places have been allocated, any requests for places will not be processed and parents/carers will have to find alternative childcare.
- Bookings and payments must be made weekly. You cannot book if you have not paid. If you are paying by childcare vouchers/ tax free childcare, please make sure you are also paying on a regular basis so your account is not showing in arrears.
- In the case of a child absence, payments for any places booked are non-refundable and non-transferable. Any fees charged for long-term absence will be reviewed.
- In the event of an enforced club closure e.g. snow days, payments will be credited onto the account. This can then be used to book a different session.
- After school club runs until 5:30pm (Monday to Friday). If you are late to collect your child/children after these times, you will be charged at £5 per child for every 5 minutes you are late. This fee will need to be cleared on Scopay before your child/children will be able to attend the provision again.
- All children are required to be signed in on arrival to breakfast club and signed out of after school club by a responsible adult.
- Parents/carers are required to inform breakfast and after school club if their child suffers from any medical conditions, including allergies.
- Parents/carers are required to inform breakfast and after school club of any changes to contact detail or emergency contact.
- If, due to an emergency, you are unable to collect your child/children on time, another named adult **must** be available to collect your child in your own absence. These contacts must be named on the pupil registration form and updated regularly.

The breakfast and after school club team can be contacted out of school office hours by calling the school office on 01543 452158 and selecting the after school club option (option 2).

Should you have any booking or payment enquiries, please contact the school office on **01543 452158** or **support@castlefort@lhmat.com**

Castlefort Academy reserve the right to cancel any bookings for any children who owe money or parents/carers are regularly late collecting.

I agree fully to the terms and conditions outlined above.

Signed: _____

Print Name: _____

Date: _____