

## **Slade Primary School**

### **Wraparound Care Agreement**

Changes apply from 28 April 2026



Slade Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club, collectively known as Yetis.

Breakfast and After School Club is an extension of Slade Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. Breakfast and After School Club staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

At Breakfast and After School Club we aim to provide a happy and stimulating environment in which children are supported to reach their full potential.

## **BREAKFAST AND AFTER SCHOOL CLUB - We will endeavour to:**

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and water to drink
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality

## **THE CHILD - I will do my best to:**

- be polite, friendly, kind and helpful to others
- demonstrate the school's core values
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep Breakfast and After School Club tidy and safe
- ensure a happy environment for all and HAVE FUN!

## **THE PARENTS and CARERS – We will endeavour to:**

- ensure that our child only attends sessions that are booked and paid for in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's core values and Behaviour Policy
- support and adhere to the contents of this document
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

### **1) Admissions Policy for Breakfast and After School Club**

Breakfast and After School Club is only available to children of school age who attend our school.

### **2) Arbor Online Account: Booking and Cancellation**

#### **Booking**

All Wraparound Sessions are paid for and booked on Arbor.

Before booking sessions for our Yeti's Wraparound provision, you must first log in to your Arbor account and make sure that there are funds in the Wraparound Care section.

You do this by going to:

- Accounts - Wraparound Care - Top Up Account (Green Button)

Sessions will not be able to be booked without funds being in the account.

Your account will allow you to pay and book for Breakfast Club and After School Club sessions up to an hour before the scheduled start time of the session. If the session that you are trying to book does not appear on the system, it means the session is full and the booking cannot be made.

## **Cancellations**

Cancellations cannot be made via your Arbor App.

To make a cancellation, you must complete the cancellation request form using this link: <https://forms.office.com/e/x9pfspjVqo>.

To discourage Block Booking, parents are restricted to 7 cancellation requests per child per term.

Cancellation requests must be made +24 hours in advance of the session start time in order to be successful.

### **3) Maximum Numbers and Waiting Lists**

Currently our staff/pupil ratios allow for 40 children to attend Breakfast Club and 40 children to attend all Wraparound sessions. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Slade Primary School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

### **4) Specific Individual Needs**

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable
- The staffing levels can support the needs of the child

If you feel your child requires additional support then please ensure you have discussed this with the school or arranged a meeting via [yetis@slade.kent.sch.uk](mailto:yetis@slade.kent.sch.uk) **prior** to making the booking to ensure the needs of your child can be provided for accordingly.

### **5) Behaviour**

School policies, including behaviour, apply in the same way as they do during the main school day. If the behaviour of the child is unacceptable for the safe and efficient running of the Breakfast Club and After School Club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being suspended from Breakfast and After School Club for a period of time deemed appropriate by the Headteacher. Please visit our school website for a copy of our Relationships and Behaviour Policy.

## 6) Opening Hours and Fee Structure

### Breakfast Club:

- is open term-time only with sessions running from 07:30
- will be closed during the holidays including bank holidays and INSET days
- fee for each session is £5.00 and is inclusive of breakfast which is available until 08:30
- sessions must be booked in advance via your Arbor account.

### After School Club:

- is open term-time only with sessions running from 15:30 until 17:30 on Monday - Friday
- will be closed during the holidays including bank holidays and INSET days
- fee for each session inclusive of a snack is dependent on collection time:
  - After School Club Session 1: 15:30 – 16:30 session is £5.25
  - After School Club Session 2: 16:30 – 17:30 session is £5.25

To stay from 15:30 to any time after 16:30, you must book all necessary sessions

- sessions must be booked in advance via your Arbor account.

### Use of After School Club Sessions:

After School Club sessions are designed to be attended consecutively and without a child leaving the school site.

Children attending **Session 2 (16:30–17:30)** must either:

- be booked into **both Session 1 and Session 2**, or
- transfer **directly from a school-run or school-approved after-school activity** that finishes at 16:30.

Children must **not be collected from school or taken off site between sessions and then returned for Session 2.**

Booking Session 2 only does not provide supervision before 16:30 and does not permit a child to be brought back to school having been collected earlier.

## **7) Childcare Vouchers**

Childcare vouchers can be used to pay for Breakfast and After School Club sessions. Please contact our School Business Manager by email on [sbm@slade.kent.sch.uk](mailto:sbm@slade.kent.sch.uk) to inform them of your provider so arrangements can be made.

### ***Using Government Tax Free Childcare Voucher system (National Savings)***

If you go to <https://www.gov.uk/apply-for-tax-free-childcare> it will take you through the steps to register. You choose Slade School with Hearing Impairment Unit (886/2155) and then the payments will come through to the school bank account.

Once you are registered, you transfer the payments to them, it is topped up and then arrives in our bank account a few days later. To avoid disappointment, please always make sure this is done well in advance of the booking window opening for the following term (typically a week before the present term ends). This date is always advertised in the school newsletter in advance.

Once we have received the payment into our bank account, the voucher is processed and the credit is added to your account. Please let us know via [sbm@slade.kent.sch.uk](mailto:sbm@slade.kent.sch.uk) if you register and what your account reference is so your payments are correctly identified in the bank statement.

### ***Other Childcare Voucher Systems***

If you use any other older style voucher system, please contact us directly via [sbm@slade.kent.sch.uk](mailto:sbm@slade.kent.sch.uk) with details of the system provider and account number.

## **8) Arrival and Departure Policy and Procedure**

Breakfast and After School Club operates a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending Breakfast and After School Club. To ensure the safety of the children, it is not possible to make allowances which do not adhere to the policy and procedure outlined in this document.

### **Breakfast Club**

#### **Arrival to the Breakfast Club**

Children of all ages must be dropped off by an adult or person named as a contact on Arbor. Children will be handed over to the Breakfast Club staff from 07:30. Breakfast will not be served after 08:30. Breakfast Club staff will register the child into the club by completing the online register.

Pupils who have not booked into this session in advance will not be admitted except in exceptional circumstances. Fee payers will be charged and further attendance not allowed until the debt has been paid.

Monies will not be refunded for absence.

### **Departure from the Breakfast Club into the school day**

Children will be dismissed by the Breakfast Club staff at 08:35.

Younger pupils will be escorted to their classrooms by a member of Breakfast Club staff.

Older pupils will be directed to go straight to their classrooms.

## **After School Club**

### **Arrival to After School Club**

Younger pupils will be escorted from their classroom to the school library where they will be registered by an After-School Club staff member and taken up to the After-School Club at 15:30 once all classes have been dismissed and parents/carers have left school site.

Older pupils will be dismissed from their classes and sent to After School Club where they will be registered.

Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by the extra-curricular club leader.

Children who leave the school site at the end of the school day or during After School Club **will not be re-admitted later the same day** unless they are transferring directly from an approved on-site activity.

The school reserves the right to refuse attendance at After School Club where session arrangements are not used in line with this policy. Repeated misuse of the booking system may result in withdrawal of Wraparound Care provision.

If a child has been booked into After School Club, parents/carers must inform the school by no later than 15:00 if their child will not be attending that day. The school office must be notified by telephone on 01732 350354. This is to ensure the safeguarding of your child.

At the beginning of each After School Club session there will be a formal register taken by the After School staff which is checked by the on call Designated Safeguarding Lead (DSL) to ensure the safety of your child.

Pupils who have not booked into a session in advance will be charged Monies will not be refunded for absence.

### **Non-Arrival for After School Club**

In the event of a child not arriving for an After School Club session that had been booked, the following procedures will be put into place:

- The designated member of staff registering the children will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- A member of the Senior Leadership Team will contact the named parent/carer from the child's Arbor account to ascertain the whereabouts of the child.

### **Departure from the After School Club**

Children must be collected promptly at the end of their booked After School Club session by a named person on their Arbor account.

Parents, carers and authorised person must sign the collection register before leaving the building.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the permitted collectors section of your Arbor account. You can update this at any time.

If it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- After School Club must be contacted and a full description of the person including their name must be provided.
- When the person arrives, identification will be checked.

The last pick-up and hand over times for each session are 16:30 and 17:30.

### **9) Non-Collection of a Child from After School Club**

If a child is not collected from the After-School Club by the end of the session, a member of After School Club staff should:

- Establish if a message has been left on the Yeti's Answer Message facility (01732 37 77 60) by the parent/carer.
- Inform the 'on-call' senior member of school staff who will:
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the school immediately on the Wraparound telephone number: 01732 37 77 60.

If the child has not been collected by the end of the After-School Club registered session and contact with the named parent/carer has not been established, the senior member of staff must contact other authorised collectors listed on Arbor.

The member of staff must inform the Head Teacher or one of the other designated safeguarding leads.

After all avenues of contact have been exhausted and After School Club has not received any contact from the parent/carer or authorised collectors, the Head Teacher (or Lead DSL) will make the decision to contact the Local Authority Area Safeguarding Adviser.

At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Area Safeguarding Adviser or Head Teacher or Lead DSL

### **Late Collection from After School Club and Associated Fees**

If your child is not collected at the end of their booked session, then you will be charged the next session's fees and a late fee as outlined below:

Session Times	Session Latest Pick Up	Late Fees
15:30 – 16:30	16:30	Late collection between 16:30 and 17:30: £10 will be charged instead of £5.25. Collection after 17.30 as below.
15:30 – 17:30	17:30	Collection after 17:30: an additional £5.00 will be charged for each 15 minutes you are late.

**The school will monitor late collections and if this is persistent the school will first give a verbal warning. If the situation continues this will be followed by a written warning and finally a meeting with the Head Teacher which may result in a suspension from Yetis for a period of time.**

Children who are late to be picked up after the end of the school day or late picking up from extra-curricular clubs, will be put into After School Club for their safety and security and the regular session fee(s) (as detailed in this document) will be added to your Arbor account.

### **10) Contacting the Breakfast Club or After School Club**

#### **By Phone:**

After School Club can be contacted during club hours (15:30 – 17:30) on 01732 377760. Please ensure you speak to a member of the team and do not leave a message.

During normal school office hours (08:00 – 16:30) the school office staff will take your message and share it with the Breakfast and After School Club team.

During out of school office hours please use the school number and leave a message which the office staff will share with the Breakfast and After School Club team

#### **By Email:**

If you wish to contact Breakfast Club and After School Club for non urgent or immediate questions , please email the school office on: [yetis@slade.kent.sch.uk](mailto:yetis@slade.kent.sch.uk).

### **11) Food Provision**

Both Breakfast Club and After School Club provide food for your child unless directed otherwise by the parent or carer in writing.

The Breakfast and After School Club staff have received the required training in Food Hygiene. Both the Breakfast Club and After School Club will provide food that meets the School Food Standards.

## **12) Allergies, Intolerances and other food requirements**

The clubs will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on Arbor.

We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.

If you wish to provide your child with their own breakfast food or packed tea, then there will not be any deduction in fees for any sessions that your child attends.

Breakfast Club is likely to provide options such as:

- Low-sugar cereal and semi-skimmed milk
- Fruit
- Yoghurt
- A cold drink e.g. semi-skimmed milk, water

The After-School Club will provide food options such as:

- Fruit or raw vegetables
- Pittas, crackers, cheese, ham
- A cold drink e.g. semi-skimmed milk, water

## 13) Sickness & Medication Policy

### Sickness

All Breakfast Club and After School Club staff members receive first aid training. The Clubs' priority is to provide an environment where children and adults are protected from the spread of illness and infection.

This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents/carers are asked to telephone the school office on the first day of their child being absent with illness and give the reason.
- Parents/carers will be notified immediately and asked to collect their child if they become unwell or develop an illness whilst at the Breakfast or After School Club. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast Club and After School Club staff follow the school's First Aid Policy which includes the management of medical conditions and intimate care. This can be found on our website: [www.slade.kent.sch.uk](http://www.slade.kent.sch.uk)

### Medication

The Wraparound Care provision is permitted to possess, store and dispense medication such as Calpol, Junior Aspirin or other such general medications. These medicines are stored in the school office.

### Prescribed Medication

Breakfast and After School Club can administer some medications, as listed in Medical Needs Policy, during sessions. Any medication administered by the school during the school day should be collected by a named adult from the school office before 16:30.