

Langley Moor Primary School



Wraparound Policy (Breakfast & Teatime Club)

Date of policy	June 2026
Review date	July 2027
Version	1

Our schools are happy and inclusive. We have fun and enjoy learning.

We provide a safe and supportive environment where everyone can flourish and we challenge ourselves to be the best that we can be.

We value and nurture the strong relationships we have within our school family and our wider community.

We have high expectations of ourselves and:

We **celebrate** achievements in all aspects of school life.

We **support** everyone in our federation family.

We **foster** a love of learning and curiosity.

We **develop** resilience, self esteem and confidence.

We **build** a community based on respect, kindness and honesty.

Through these values we create lifelong memories of being part of the Langley Moor family.

1. Aim of the Policy

Langley Moor Primary School is committed to supporting families by offering high-quality wraparound childcare before and after the school day. Our Breakfast Club and Teatime Club provide a safe, caring, and stimulating environment where children feel valued and supported outside of core school hours.

2. Provision Offered

Wraparound Care will offer children a wide range of age-appropriate equipment and resources that reflect their interests. Staff will actively listen to and value children's views, regularly encouraging them to share what activities they enjoy and what they would like to take part in.

Each session will include a varied selection of activities such as arts and crafts, board games, LEGO, and other creative options. Wherever possible, and subject to suitable weather conditions, children will also have access to outdoor play.

The school provides the following wraparound care during term time only.

Breakfast Club

- Monday to Friday
- Opening time: 7:45am
- Children are supervised until the start of the school day

Teatime Club

- Operates Monday to Friday
- Runs from the end of the school day until 5:00pm
- Children must be collected promptly at the end of their booked session

3. Booking Arrangements

- All session for Breakfast Club and Tea Time Club should be booked via the Arbor app.
- You can make bookings for Breakfast Club up to 16 hours before the session required and Tea Time Club bookings up to 2pm on the same day. After these deadlines, please contact the office and we will try to accommodate your request.
- Children attending without a prior booking may result in a £5 charge.

4. Charges

Breakfast Club Fees

- £3.50 per child from 7:45am
- £2.50 per child from 8:00am

Teatime Club Fees

- £1.50 until 4:15pm
- £5.00 until 5:00pm
- £3.50 from 4:15pm–5:00pm for children attending after-school clubs (includes snack)

5. Payment

- Payments must be made online via Arbor
- Cash payments are not accepted
- Fees should be paid by the end of each week

5. Outstanding Fees

- A weekly in-app reminder will be sent to parents/carers regarding any outstanding balance.
- If the balance remains unpaid after one week, an email reminder will be issued to the parent/carer.
- Should payment still not be received the following week, a second email will be sent outlining a deadline for payment.
- If no payment is made and no correspondence is received by the school, access to wraparound care will be withdrawn.

6. Cancellations

- Parent/Carers should cancel sessions by the end of the previous day where possible.
- Failure to cancel may result in a £5 charge being applied.

7. Ratio

- Places for Breakfast Club and Tea Time Club are limited and managed through Arbor. Once capacity is reached, parents/carers will be unable to make bookings via the app.
- Parents/carers are advised to contact the school office to check for any availability.

8. Food

- All wraparound care staff are fully trained in food hygiene.
- Children attending Breakfast Club will be provided with a nutritious breakfast. This provision is included within the session charge.
- Children attending the second session of Tea Time Club will be offered a light snack. This provision is included within the session charge.

9. Behaviour Expectations

- Children attending wraparound provision are expected to follow the school's Behaviour Policy at all times, with the same standards, expectations and consequences applying during these sessions as during the normal school day

10. Medication

- Wraparound care staff are appropriately trained in first aid and the administration of medication.
- If a child requires medication to be administered during the school day, a medication consent form must be completed by the parent/carer.

11. Equality and Inclusion

The school is committed to ensuring wraparound care is accessible to all pupils and will make reasonable adjustments where possible.

12. Collection of children

- Children may be collected at any time between 3.15pm and 5.00pm from the main school office.
- Wraparound staff must be informed of any changes to the usual collection arrangements or if a different adult will be collecting a child.
- If an unfamiliar person arrives without prior notification, wraparound staff will contact the parent/carer to seek confirmation before releasing the child.
- Failure to collect a child by 5.00pm may result in a £10 late collection charge being applied.

13. Registers

- Wraparound staff are responsible for maintaining an accurate register of all children attending wraparound care

14. Monitoring and Review

This policy will be reviewed annually by the school.