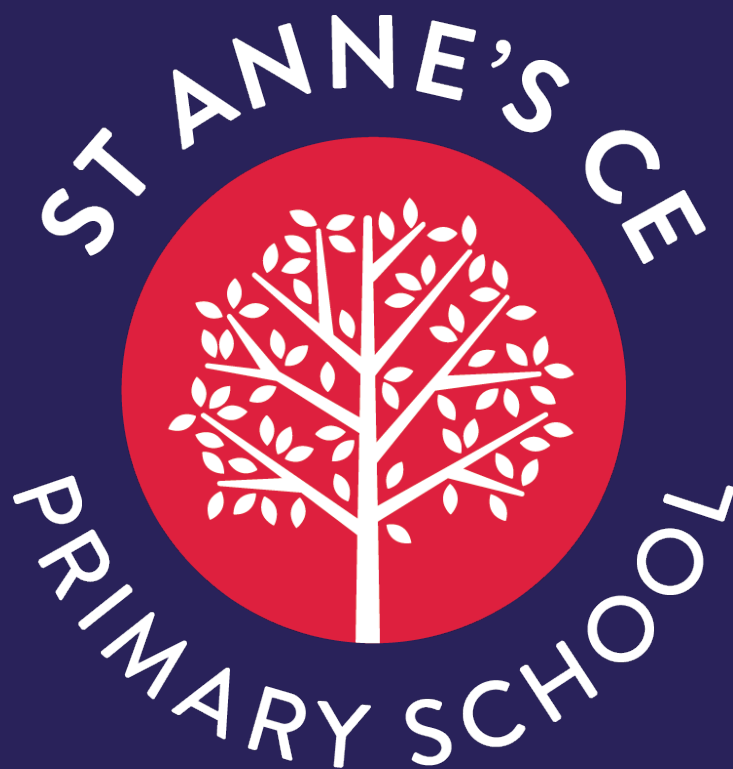




Wraparound Care Policy

October 2026

*WALKING IN LOVE,
INSPIRING TRANSFORMATION*

1. Vision & Aims

At St Anne's, we Walk in love (Ephesians 5:2), nurturing Compassion, Curiosity and Confidence in our pupils and adults.

We create a Community of belonging in which each person can Shine their Light (Matthew 5:16).

Rooted in Christ, we celebrate our rich diversity and inspire transformation through inclusive leadership and learning

St Anne's Wraparound Care provides high-quality childcare before and after the school day in a safe, welcoming and inclusive environment.

Our provision reflects the school's values of:

Compassion

We care for one another, show kindness and respect, and create a nurturing environment where all children feel valued.

Curiosity

We provide a range of engaging activities that encourage children to explore, create, learn and develop new interests.

Confidence

We support children to develop independence, resilience and positive relationships through play, collaboration and decision-making.

The wellbeing, safety and enjoyment of children are at the heart of everything we do.

2. Organisation

The Sunshine Club wraparound care operates during term time only and is available to pupils attending St Anne's School from Reception to Year 6.

Before School Care (Per Pupil)

Session	Time	Cost
Paid Breakfast Club	7:30am - 8:10am	£3.30
Universal Breakfast Club (Rise & Shine Club)	8:10am - 8:40am	Free

After School Care (Per Pupil)

Session	Time	Cost
Session 1	3:20pm - 4:20pm	£5.00
Session 2	3:20pm - 5:30pm	£10.84

Children should enter and leave via the designated Wraparound Care entrance (school Pedestrian Gate).





3. Activities and Facilities

Children have access to a range of indoor and outdoor activities including:

- Sports and physical activities
- Playground games
- Arts and crafts
- Reading and quiet areas
- Lego and construction activities
- Board games and puzzles
- Homework support
- Seasonal and themed activities

Activities are planned to reflect children's interests and feedback wherever possible. The provision is intended to be a predominantly screen-free environment. Electronic devices will only be used where appropriate as part of planned activities.

The provision is managed by a Breakfast Club Co-ordinator and After School Care Co-ordinator, supported by a team of wraparound care staff. All enquiries and queries should be made by emailing wraparound@st-annes.lincs.sch.uk or speaking to the Co-ordinators or the school office.

4. Food and Drink

Breakfast Club

Paid Breakfast Club includes an enhanced breakfast menu.

The Universal Breakfast Club offers a lighter breakfast provision.

After School Care

Children attending After School Care will receive a snack and drink.

Examples include:

- Toast
- Crumpets
- Sandwiches or wraps
- Fruit and vegetables
- Yoghurt
- Healthy snack options

Parents must notify the school of any allergies, dietary requirements or medical needs.

5. Collection Arrangements

Children must be collected by an authorised adult named on the registration form via the Pedestrian gate. Parents should ring the Library door bell and wait for their children to be brought to them.

Parents wishing to collect early (i.e. before 4:20 or 5:30 should call the Wraparound Team on 07732 439941 to inform them of their anticipated collection time).

If another adult is collecting, parents must notify the school in advance. Children will not be released to an unauthorised person.





Staff will record collection times.

6. Behaviour Expectations

Children attending Wraparound Care are expected to follow the school's Behaviour Policy and demonstrate the school's values of Compassion, Curiosity and Confidence.

Where behaviour falls below expectations, staff will work with children and families to support positive change.

In rare circumstances where a child's behaviour presents a significant risk to themselves, other children or staff, the school reserves the right to review or withdraw a place.

7. Inclusion

St Anne's is committed to providing an inclusive Wraparound Care service wherever reasonably possible. We welcome applications from all pupils and will work with families to understand and support individual needs.

Parents/carers should inform the school of any medical, behavioural, SEND or other additional needs before applying for a place. This enables the school to assess what reasonable adjustments may be required to ensure the safety and wellbeing of all children attending the provision.

Where a child requires additional adult supervision or specialist support beyond that which can reasonably be provided within the standard staffing arrangements, the school will discuss this with parents/carers before a place is offered.

The school will consider any available funding streams and existing support arrangements; however, where additional staffing is required specifically to enable a child to attend Wraparound Care (for example, dedicated 1:1 support), parents/carers may be required to meet some or all of the additional staffing costs. Any such arrangements, including associated costs, will be discussed and agreed in writing before the child starts attending the provision.

The school reserves the right to decline or withdraw a place where it is unable to safely meet a child's needs within the resources available.

8. Admissions and Waiting Lists

Places are allocated subject to availability.

Priority will normally be given in the following order:

1. Existing users renewing places for the following academic year.
2. Siblings of children already attending.
3. Applications received by date order.

Where demand exceeds available places, a waiting list will be maintained.





9. Bookings, Fees and Payments

Paid Wraparound Care

Regular and ad hoc bookings must be made in advance via parental accounts on Arbor. Booking and payment is required no later than 24 hours of a session. A place can only be booked if payment has been made. The school accepts Tax-Free Childcare payments – please contact the school office for further information.

Fees are reviewed annually by the Governing Body.

Universal Free Breakfast Club

We operate a '**Sign up once**' booking system. Parents simply need to sign their child up once (each September) and they can attend any day that they need. No further booking will be required.

10. Changes and Cancellations

One month's written notice is required to cancel a regular booking.

The school cannot offer refunds, credits or alternative sessions for:

- Absence through illness
- Family holidays
- School trips
- Sessions booked but not attended

Exceptional circumstances may be considered by the Headteacher.

11. Late Collection from After School Club

Late collection from After-School Club charges apply as follows:

Session 1: 3.20 - 4.20pm:

Collection Time Charge

After 4:30pm	£5
After 4:45pm	£10
After 5:00pm	£25

Session 2: 3.20 - 5.30pm:

Collection Time Charge

After 5:30pm	£5
After 5:45pm	£10
After 6:00pm	£25

Persistent late collection may result in a review of the child's place.





Pupils who are not collected at the end of the school day and have not booked a place will be placed in After School Club at 3:30pm. The following charges will apply:

Collection Time Charge

After 3:30pm	£10
After 4:20pm	£20
After 5:30pm	£25

12.Safeguarding, Health and Safety

All staff working within Wraparound Care:

- Hold appropriate DBS clearance
- Receive safeguarding training
- Follow school safeguarding procedures
- Follow health and safety and fire safety procedures

The school's safeguarding, health and safety and medical needs policies apply at all times.

13.Accidents, Illness and Medication

In the event of illness or injury, normal school procedures will be followed. Parents will be contacted as soon as reasonably practicable where necessary.

Medication will be administered in accordance with the school's Supporting Pupils with Medical Conditions Policy.

14.Closure of the Provision

The school reserves the right to close the provision due to unforeseen circumstances, including severe weather, emergency building issues or staff shortages. Parents will be informed as soon as possible. Where appropriate, refunds or credits will be considered.

15.Complaints

Any concerns or complaints relating to Wraparound Care should be raised in accordance with the school's Complaints Policy.

16.Arrangements for Monitoring and Evaluation

This policy will be reviewed annually by the Headteacher and may be amended as appropriate. The provision will be monitored and evaluated by Governors and the Senior Leadership Team.

Date written:	October 2026
Date agreed by Headteacher:	October 2026
Headteacher:	Elizabeth Hindmarsh
Date of next review:	October 2027

Any questions or concerns regarding this policy should be made to:

Name: Elizabeth Hindmarsh
Role: Headteacher

