



AWSWORTH PRIMARY & NURSERY SCHOOL

THE LANE
AWSWORTH
NOTTINGHAMSHIRE
NG16 2QS

Website: www.awsworthprimary.co.uk

HEADTEACHER: Mr B Painter BSc PGCE NPQH

OFSTED Registered: 145786

Email address: office@awsworthprimary.org

WRAP AROUND PROVISION POLICY

1. Purpose of the Policy

The purpose of this policy is to ensure that the school's wraparound provision operates safely, sustainably and fairly for children, parents and staff. Due to increasing demand, clear procedures are required to ensure appropriate staffing, safeguarding, and financial management.

2. Provision Overview

The school offers:

Breakfast Club

- Time: 7:30am
- Cost: **£5.50 per session**
- Booking closes **Midnight 2 days before the session.**

Once booking is confirmed, children are brought to Roots/Nursery block for handover with staff.

Afterschool Club

Two session options are available:

- **Early Pick-Up (by 4:30pm)**
Cost: **£4.00 per session**
- **Late Pick-Up (by 6:00pm)**
Cost: **£9.00 per session**

Once booking is confirmed, children are collected and taken to the Upper Juniors Block. Parents will collect from main reception for pick up. A new intercom system is available to ring for the attention of staff and is clearly labelled in the office foyer.

Places are limited and allocated based on staffing ratios, available space, and safeguarding requirements.

3. Booking Arrangements

a. Pre-Booking Requirement

All sessions must be pre-booked and paid for via the school's approved booking system.

The school does not operate a drop-in service.

b. Booking Deadlines

Breakfast Club: must be booked by 12:00 noon on the previous school day

Afterschool Club: must be booked by 12:00 noon on the previous day

Bookings made after these deadlines will not be accepted.

4. Payment Terms

Payment is required at the time of booking.

Unpaid bookings will not be accepted or added by staff.

Parents with outstanding balances will be unable to make further bookings until accounts are settled.

5. Capacity and Staffing

Each session has a maximum capacity, determined by staff availability and statutory ratios.

Once capacity is reached, bookings will close automatically.

Staff will not be asked to exceed safe ratios under any circumstances.

6. Drop-Ins and Late Requests

Drop-ins are not permitted. Requests made on the day without prior booking will be declined.

a. Emergency Requests

The school recognises that genuine emergencies may occasionally arise. Emergency requests will be considered only if capacity and staffing allow. Acceptance is not guaranteed. Emergency sessions may be subject to a higher rate of charge. Repeated emergency requests may result in a meeting with the school to review childcare arrangements. Do not assume a place has been secured without email confirmation from the office.

7. Cancellations and Refunds

No refunds or credits will be issued for:

- Non-attendance
- Changes in personal circumstances

Refunds or credits will only be provided if:

- The school cancels the session
- The school is unable to staff the provision

Cancellations made with 48 hours' notice may receive a credit (not a cash refund)

8. Behaviour and Expectations

Children attending wraparound care are expected to follow the school's behaviour policy. Persistent behaviour concerns may result in withdrawal of a place.

9. Monitoring and Review

The school will monitor:

- Attendance patterns
- Emergency requests
- Staffing pressures
- Financial sustainability

This policy will be reviewed annually or sooner if required.