



Spread your wings, learn new things, fly as high as you can.

Wraparound Care Policy

Approval Date: October 2025
Review Date: October 2027

Dovecotes Primary School Wraparound Care Policy

Introduction

Dovecotes Primary School is pleased to be able to provide the children of our school with the opportunity to attend Breakfast Club, After School Club (Dove Club) and Friday afternoon enrichment club. Our Wraparound Care is only available to children in Reception through to Year 6 who attend our school. Once a pupil leaves our school, whether still in primary education or moving onto secondary education, this childcare service will no longer be available to them.

This childcare provision is an extension of Dovecotes Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The staff members involved in wraparound care have the necessary qualifications for safeguarding, behaviour management and first aid.

Registration Forms

For Dove Club, parents and carers will be required to complete registration forms including details regarding special needs, allergies, collection permissions and emergency contact details. These registration forms must be returned directly to the school office.

Bookings

Breakfast Club and Dove Club need to be booked and paid for via Arbor (the school's online payment system) in advance of the session. Places are subject to availability.

To attend Friday afternoon enrichment club, parents need to book directly with the main office and provide proof of employment for their child to be able to access a free place.

Dovecotes Primary School kindly asks that all payments, such as any late collection charges for Dove Club, are settled promptly. Please note that if payments remain outstanding, we may need to cancel your booking until the balance is cleared.

Behaviour

School policies, including those relating to behaviour, apply in the same way as they do during the main school day. We are committed to supporting all children to make positive choices and to repair harm when things go wrong. If a child repeatedly struggles to meet the expectations set out in the school's Behaviour Policy, we will work closely with parents and carers to understand and address the underlying issues. Where a child's behaviour impacts the safe and positive running of the club, a member of the School's Senior Leadership Team will meet with parents to discuss next steps. This may include a temporary pause in attendance at the club, during which time we will work together to support the child's successful return.

Opening Hours and Fee Structure

Breakfast Club:

- is open term-time only with sessions running from 7:45 am – 8:30 am.
- will be closed during the holidays including Bank Holidays and INSET days.
- charges a fee of £2.50 which covers the cost for the session including food and drink (which will be a breakfast of either cereal, bagels with toppings and juice/milk).
- sessions must be booked and paid for via Arbor (the school's cashless payment system) in advance of the session (up to 10pm the evening before).

Friday Afternoon Enrichment Club:

- is open term-time only with sessions running from 1:30 pm – 3:25 pm.
- will be closed during the holidays including Bank Holidays and INSET days.
- is free (parents just need to provide proof of employment)
- sessions must be booked via the school office.

Dove Club:

- is open term-time only with sessions running from 3:15 pm to 4:30 pm.
- will be closed during the holidays including Bank Holidays and INSET days.
- charges £3.50 for the whole session 3:15 pm – 4:30 pm (children may wish to bring their own snack)
- sessions must be booked and paid for via Arbor (the school's cashless payment system) in advance of the session (up to 10pm the evening before).
- Parents/carers wanting a same day place for a matter that is 'urgent and unforeseen' must notify the office as soon as possible to check on availability of spaces.

If a child does not need to attend a booked session at Dove Club, parents and carers need to give 48 hours' notice so that the session can be offered to another child. If this notice is not given, then the session will need to be paid for. If non-attendance is due to the child being absent from school, the payment can be credited to future sessions.

If a parent is a current registered student with the Childcare Grant Payment Scheme and their child has been linked to Dovecotes Primary, they are able to claim 85% of the cost from the Scheme. The School's Office Manager will issue an invoice at the start of each month for the remaining 15% which is to be paid direct to the school. This applies to both Dove Club and Breakfast Club.

Arrival and Departure Policy and Procedure

Dovecotes Primary School Breakfast Club and Dove Club are committed to maintaining a safe and secure environment for all children in our care. We have clear procedures in place for both arrival and departure to help ensure everyone's safety. To support this, we kindly ask that all families follow the guidelines outlined in this document, as we are unable to make exceptions to these procedures.

Breakfast Club

Children of all ages must be dropped off by an adult. Children will be handed over to the Breakfast Club staff at the door to the Key Stage 2 Hall from 7:45 am for registration.

Children will be dismissed by the Breakfast Club staff at 8:30 am who will escort them to their classrooms.

Dove Club/ Enrichment Club

At the end of the school day, all pupils will be accompanied by a member of staff from their classroom to the Dove Club/ Enrichment Club, which takes place in the KS1 Hall, for registration. If children are attending extra-curricular clubs (run by either school staff or external providers), the club leader will bring them to the Dove Club afterwards. If a pupil attends a Dove Club session without a prior booking, families will be charged for that session, and payment will be needed before booking future sessions.

Children should be collected promptly by 4:30 pm for Dove Club and 3:25 pm for Friday afternoon enrichment club, either by a parent, carer, or someone named on the collection permission form. For

safety reasons, we are not able to release children to siblings who are still in primary school. Please collect your child from the door next to the Year 2 classroom and ring the doorbell to let Dove Club staff know you have arrived—they will sign your child out.

To help keep everyone safe, we can only let children go with someone listed on the collection permission form, unless we have received advance consent from a parent or carer (for example, a signed note or email to the school office).

If it is not possible for any of the authorised people to collect your child and someone else needs to come, please contact us so you can provide the full name and a description of the person collecting your child.

If a child is not collected from Dove Club/ Enrichment Club by the end of the session, staff will:

1. Check if the parent or carer has left a message.
2. Try to contact the parent or carer and leave a message asking them to contact the club as soon as possible.
3. If they cannot reach the main contact, staff will try the other authorised collectors listed on the registration form.
4. If no one can be reached, staff will inform the Head Teacher or another designated safeguarding lead.
5. If a child still has not been collected and no contact has been made within one hour of the usual collection time, the school will contact Wolverhampton's Multi-Agency Safeguarding Hub (MASH) or Emergency Duty team for advice. This is a last resort, and we ask all parents and carers to do their best to avoid this situation. Social Care will let the school know about any arrangements for the child and provide contact details as needed. The aim will always be to return the child to their parents or carers as soon as possible.
6. If there are any concerns about the welfare of the parent or carer, Social Care may ask the local Police to visit the home.

Contact details for Wolverhampton's Multi-Agency Safeguarding Hub:

Tel: 01902 555392 (Mon–Thurs 8:30am–5pm, 4:30pm on Fridays)

Out of hours: 01902 552999

In an emergency: Call 999

At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Head Teacher or a Designated Safeguarding Lead.

Late Collection and Associated Charges

We understand that sometimes delays happen. If a child is not collected on time, Monday to Thursday, at the end of the school day (3:25 pm), they will be brought to the office where office staff will try to contact the parent or carer. If no contact is made, a text will be sent, and the child will be taken to Dove Club. In this case, a late charge of £5.00 will apply.

If there is a one-off, genuine reason for being late (such as being stuck in traffic) and you let us know on the day, office staff will look after your child until 3:40 pm. If your child is not collected by 3:40 pm, they will be taken to Dove Club, and the £5.00 late charge will apply.

Children who are not collected on time from extra-curricular clubs (4:15 pm) will also be taken to Dove Club, and a £5.00 charge will apply.

If a child is not collected at the end of the Dove Club session (4:30 pm) a £5.00 fee will be charged. An additional £5.00 will be added for every further 15 minutes that a child remains uncollected.

If late collection happens more than three times in one half term, the school may need to withdraw your child's place at Dove Club.

Our procedure for repeated late collections:

- **First late collection:** Verbal reminder from Dove Club staff.
- **Second late collection:** Written reminder from the Dove Club Lead.
- **Third late collection:** Final written notice from the Dove Club Lead and Head Teacher, confirming that your child's place has been withdrawn.

We appreciate your support in helping us keep all children safe and ensuring our clubs run smoothly.

Contacting Clubs by Phone:

All Clubs can be contacted on the main school telephone number: 01902 558284 during normal school office hours (8am – 4:00pm). The school office staff will take your message and share it with club staff members. During out of school office hours for Dove Club please use the mobile phone number 07880175010.

Food Provision

Food is provided by the school at Breakfast Club in accordance with school food and hygiene standards.

Allergies, Intolerances and other food requirements

Breakfast Club will cater for those children who have food allergies, intolerances or other food requirements providing the parents/carers inform us beforehand.

Breakfast Club is likely to provide options such as: Cereal, Bagels (with toppings), Juice/ Milk

Sickness & Medication Policy

Sickness

All club staff members have received First Aid training. To help keep everyone healthy and safe:

- We are unable to care for children who are unwell, have a high temperature, sickness or diarrhoea, or any infectious illness.
- If a child becomes unwell while at the club, parents or carers will be contacted straight away to collect them. We will do our best to keep your child calm and comfortable until you arrive.
- Good hygiene is always followed when dealing with any bodily fluids.
- Club staff follow the school's First Aid policy, which covers the management of medical conditions and intimate care.