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MIDDLESTOWN PRIMARY ACADEMY

WRAPAROUND CARE ADMISSION & CHARGING POLICY

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Document Detail	
Document Type:	Finance / Education Policy
Document Name:	Wraparound Care Admission & Charging Policy
Version Number:	3.0
Effective from:	1 September 2025
Owner:	Headteacher / Chief Finance Officer
Approved by:	Finance and Resource Committee
Next Review Date:	1 September 2026
Consultation:	Finance and Resource Committee

Approvals

Name	Position	Signature	Date
Alan Warboys	CEO	A Warboys	7th July 2025
Andy Lancashire	Chair of Trustees	A Lancashire	7th July 2025

Document History

Version	Date	Author	Note of Revisions
1.0	September 2023	Headteacher	N/A
2.0	September 2024	Headteacher	Clarity at Section 10 re cancellations.
3.0	July 2025	CFO	Minor amendments to align policies across both Primary Academies

1. Introduction

The purpose of the Wraparound Care Admission & Charging Policy is to set out the process by which Middlestown Primary Academy (the Academy) will administer and charge for Wraparound Care.

All parents/carers accessing Wraparound Care should read and abide by the terms and conditions set out within this policy.

2. Policy Aims

The Academy recognises the value of offering a Wraparound Care provision to families in order to meet lifestyle and work commitments.

As part of the Wraparound Care provided to pupils the Academy will:

- Provide a caring and stimulating environment,
- Encourage all children to socialise and take part in all activities,
- Encourage all children to take care of their surroundings and others around them,
- Provide opportunity for children to rest if needed,
- Contact parents/carers as soon as possible if there are concerns about their child's wellbeing,
- Offer activities that will endeavour to meet the needs of all children accessing the provision,
- Endeavour to meet emergency needs for accessing the Wraparound Care provision wherever possible.

3. Bookings

The Academy offers a Wraparound Care service at the beginning and end of each school day.

Bookings should be made via the online booking form that is emailed out each half term. Bookings should be made for the following half term. You will be able to book for any session during the term, but please note that as soon as a session is booked, the cost is added to your running balance total. All confirmed bookings will be chargeable.

The Academy reserves the right to refuse a short-notice request based on staffing availability. Where bookings for after school club are made the same day, we may not be able to provide tea for those staying beyond 5pm, they will still be given a snack.

	Start Time	**End Time**	**Cost**
Morning Session	7.30 a.m.	8.45 a.m.	£6.00

Afternoon Session 1	3.15 p.m.	5.00 p.m.	£9.00
Afternoon Session 2	3.15 p.m.	6.00 p.m.	£13.00

4. Payments

All payments should be made via MCAS at the time of booking. Any sessions booked direct through the Academy will be added the same day and should be paid for immediately.

Late payments may result in the suspension of sessions until the arrears are paid.

Any arrears at the end each half term will be required to be paid in full before the start of the next half term. Parents/carers will not be able to book for the following half term unless arrears are paid.

Children can still attend the usual after school activities and come straight to Wraparound Care from the activity ending at 4.20pm. Children attending an alternative after-school club will be refunded the cost of attending the after-school club if then attending Hi-5 until 5pm or 6pm.

5. Safeguarding

You will be asked to complete a contact detail form which requires you to state a confidential password for collection of your child or children. Every child will have a 'collection' password (chosen by legal parent/guardian), which will be provided to Wraparound Care staff. Children will only be released to persons knowing this password.

6. Late Collections

It is essential that children are collected punctually within the booked session time. Late collections are taken seriously and represent a breach of your responsibility under this policy. If a child is collected more than 5 minutes after the booked session time the booking will be amended by the school, you will be charged the cost of the next session i.e. a pupil collected at 5.06pm will be charged £13.00.

7. Pupil Expectations

Children will be expected to behave in a polite, respectful and appropriate manner as they would during usual school hours.

Unacceptable behaviour will not be tolerated and may result in your child/children being excluded from further Wraparound sessions.

8. Medical Needs, Allergies and Dietary Requirements

Health issues, dietary requirements, allergies and any medical details must be provided to the Academy on the contact form provided for you to complete and should be updated as soon as possible if circumstances change. These details are collected during a child's admission to school and it is parent's/carer's responsibility to update these with the school office.

A limited breakfast menu will be available to children attending a morning session.

A small snack is provided as children finish school and a meal and a drink will be provided for children attending wraparound provision until 6pm.

9. Parental Permission

All permissions granted for general school purposes are in place for wraparound care. These include:

- photographs to be taken and used on the academy website/displays in the academy, off site visits (e.g. local play park, village walks etc),
- first aid to be administered; and
- emergency '999' care to be called if required (you will also be contacted).
- If parents/carers wish to amend permissions specifically for wraparound care, the school office must be informed.

10. Cancellation Policy

Once a session has been booked and added to MCAS, the session is payable. After this, the sessions are non-refundable. This is due to staffing, admin and food costs which are planned in advance based on the number of bookings received.

In the event of missed sessions due to personal circumstances, sickness / holidays taken during term time then fees still remain payable.

Where a session falls on an academy Inset Day or in the event of an unplanned school closure due to bad weather, invoices will be amended to reflect these sessions in lieu.

11. Review

The Academy will review this policy on a regular basis as may be required due to operational / provision changes. Parents/carers will be notified where there is a change to the policy and/or provision available.

12. Contact Information

For any queries regarding Wraparound Care please contact the academy office at: admin@middlestown.accordmat.org