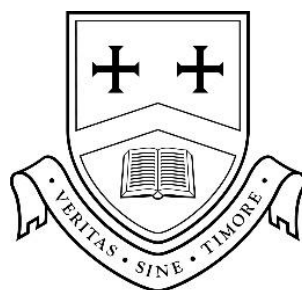


Wrap Around Care Policy & Procedures



CATERHAM
PREP

ISI Code:	Wrap Around Care
Policy Author:	Head of Pre-Prep
Date Reviewed By Author:	September 2025
Next Review Due:	September 2026

Wrap around Care Policy and Procedure

This policy applies to all pupils at Caterham Prep School including those in the EYFS setting.

Rationale

Caterham Prep School is committed to offering wrap around care for pupils before the start of the school day and after the end of the school day. The school recognises the need for many parents to work or attend to other commitments and aims to provide an affordable, high quality and age appropriate level of care before and after school.

Breakfast Club refers to the care offered between 0730 and 0810 Monday-Friday. This is held in the Hall in Mottrams.

Sibling Club refers to the care offered to Pre-Prep Children between 3.15 or 3.25 to 3.40pm. This care is solely for pupils whose parents are collecting older siblings from the Prep School. It cannot be used by children who do not have an older sibling. There is no charge for this facility. Children will be cared for in Mottrams classrooms and will be dismissed at 3:40pm under the covered area.

After School Care refers to the care offered after the end of the school day up until 1800 hours within Mottrams Hall. This is offered Monday-Friday. It does not include the after school clubs and activities offered to Prep School children.

Children from Reception to Year 6 may attend wrap around care. We do request parents of our younger pupils are mindful of the length of the day when booking sessions for their children. If the school feels that any pupil is unable to cope with the extended sessions due to their age, we withhold the right to withdraw the provision. This is in the best interest of our pupils' wellbeing.

Charges for sessions

Charges are made for both Breakfast and After School Care but not currently for Sibling Club.

Activities during sessions

Activities are designed to support pupils' physical, social, and emotional wellbeing, offering both active play and quiet time. Provision is inclusive of all pupils, with reasonable adjustments made to meet individual needs, including SEND and dietary requirements.

Breakfast Club

- After eating breakfast, the children engage in quiet activities such as drawing, puzzles, reading or watching television.

Sibling Club

- During Sibling Club pupils are given a snack and engage in a quiet activity such as watching television or reading a book.

After School Care

Pupils will be given food and will have a choice of activities such as board games, drawing/colouring, simple craft activities, reading or looking at books and (at times decided by the ASC staff) using the playing field and outdoor facilities for activities and games. There will be an emphasis on pupil led activities, choice and relaxation rather than adult initiated and led activities.

ASC staff will assess the appropriateness of activities for the age and number of pupils present and will ensure that the health, safety and welfare of all pupils is considered when selecting an activity.

Food and drink

Food and drink is prepared and handled in accordance with the school's food handling policies and procedures.

Breakfast Club

- Food offered at Breakfast Club includes toast, cereal, fruit, milk and water.

Sibling Club

- Fruit is offered to pupils at Sibling Club.

After School Care

- A light supper, fruit and drinks are offered to pupils

Prior to handling food, staff will wash hands thoroughly and supervise pupils as they do so.

Staffing and Ratios

- Breakfast Club – Staffing can vary due to numbers but there will always be a minimum of two staff on duty to comply with ratio requirements.
- Sibling Club - This will vary depending on the numbers for each year group but will always comply with ratio requirements.
- After School Club – Staffing can vary according to numbers but there will always be a minimum of two staff on duty. Ratios for staff looking after EYFS children are adhered to in accordance with the Statutory framework for EYFS.
- Places for Breakfast and After School Care are booked in advance with limited adhoc bookings through WisePay subject to availability. Prep pupils attending After School Care also need to confirm their attendance with their Form Tutor on the morning in question.
- All pupils in the Pre Prep School are brought to ASC by their teacher or teaching assistant. All pupils from the Prep School are accompanied after Prep Club or their activity to ASC by a member of staff, who hands them over to ASC staff.
- A register is taken at breakfast, after school care and sibling club. Pupils are signed out when collected from after school care.
- All staff are subject to the same safer recruitment checks and safeguarding training requirements as all school staff. At least one member of staff present holds paediatric first aid certification in line with EYFS statutory requirements.

Late collection

If a parent carer is aware that they will be late to collect (after 6pm) they should call the school to notify staff. If staff have not received a message, they will call parents/emergency contacts at 6pm. Late charges are applied when pick up occurs after 6pm.

Procedure in the event After School Club is unable to operate

Parents will be informed promptly of any changes via the school's normal communication channels. Parents may raise concerns or complaints through the school's Complaints Policy, which applies to wrap around care provision

It is extremely unlikely that the After School Club is unable to operate and is only likely in extreme conditions when the school shuts early or does not open at all. If the After School Club cannot operate but pupils remain on the premises at home time a member of SMT will organise for staff supervision of pupils.

This policy should be read in conjunction with

Safeguarding Policy

Health and Safety Policy

Fire (Prevention) Policy

First Aid Policy

Missing Pupil Policy

Supervision Policy

Food, Nutrition and Safer Eating Policy