



Wrap-Around Care

This policy applies equally to the EYFS, Pre-Prep and Prep as taught at Oakhyrst Grange School

Date Reviewed:	20.6.2026
Next Review Date:	20.6.2027
Policy Owner:	Roxann Dowling Gemma Mitchell Susan Jefferson

Date	Amendment	Staff Member
22.07.26	Wrap around care table added	GM
06.08.26	Cost table created p4 and late charge added	GM

Mission Statement

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

Statement of Aims & Objectives

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.

Safeguarding

Oakhurst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhurst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark Pauline.clark@oakhurstgrangeschool.co.uk

DSL: Roxann Dowling (Head of EYFS)

DDSL: Gemma Mitchell (Headteacher)

DDSL: Faye Dance (Deputy Headteacher)

Telephone: 01883 343344

Safeguarding Team: DSL@oakhurstgrangeschool.co.uk

This document is a statement of the aims, principles and strategies for wrap-around care at Oakhyrst Grange School.

The safety of pupils is our priority whilst they are in our care at school. Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff regardless of disability.

At Oakhyrst Grange, we aim to educate the whole child by providing unequalled opportunities, support and encouragement for the on-going development of academic, creative, spiritual, social, cultural and physical aspects of our children's lives.

Our aims are:

- to provide an outstanding, all round education
- to equip pupils with the qualities and skills required in school and beyond
- to recognise and utilise all our pupils' talents, whether academic, musical, sporting or other
- to ensure that all children - whatever their ability - achieve their full potential
- to develop in our children a real thirst for learning
- to provide a warm, safe and caring environment that enables all children to thrive

We do this by:

- providing a broad and balanced range of extra-curricular activities with strong subject specialist teaching
- building in opportunities for independent learning, creativity, problem-solving and use of technology

Wrap Around Care

An Extended School is one that provides a range of activities and services, often beyond the school day, to help meet the needs of its pupils, their families and the wider community. Oakhyrst Grange School provides many after school clubs, a breakfast club and After School Care, which cares for children who are on roll from EYFS to the end of Year 6, and who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

Before School Care and Breakfast Club

Between the hours of 7.30am and 8.00am, Breakfast club takes place in the Cameron Hall for children that wish to attend and where EYFS ratios are always maintained. Early birds operates from 8am and 8.20am. This is for families with children who start after 8am but need that extra time in the morning. It is also used for sibling care for those with children in more than one class and therefore have different start times. Bookings should, where possible, be made in advance. Children will be accepted on the day if there are unforeseen, unexpected circumstances.

Parents/Carers should press the buzzer (labelled breakfast club) at the Cameron hall door where they will be met by a member of staff.

Extended care

There is a free holding service from 3.20-3.45pm for pupils who have siblings in an older year group.

After School Clubs

A range of activities can be chosen for children in Reception – 6 after school, every day, from 3.30pm in the lower school and 3.45pm for upper school. An information sheet about clubs is published prior to the start of each term, for parents to select clubs for the following term. These are paid for in advance via Wisepay. Some clubs have a maximum number due to safety and equipment required.

After School Care

From 3.45pm – 6.15pm, After School Care takes place in the Reception classrooms for Early Years classes and Year 1 for years 1-6. There are options to stay until 6.15pm with tea by the catering staff.

At least one member of the EYFS staff is responsible for supervising the EYFS After School Care.

- Parents should buzz the main door when they arrive to collect their child, and a member of staff will escort the children to the main door for dismissal
- At 6.15pm, if a child has not been collected, they will go to the Office with a member of SLT where they will wait to be collected.
- Bookings should be made in advance, wherever possible.
- Children will be accepted on the day if there are unforeseen, unexpected circumstances; however, parents should endeavour to call the school before 12pm in order that tea can be provided.

Medical equipment, including auto injectors for those EYFS pupils that require them, are stored in the main office medical cabinet. Relevant medical data is provided to the staff in wrap around care by the Lead First Aider.

A member of the SLT is responsible for After School Care every night on a rotational basis. They provide additional staffing, where required, and provide emergency support. The member of SLT will take responsibility for following the Uncollected Child Policy, where necessary. In this instance, the child should be brought to the office in the care of two fully-vetted workers (one at least Level 3 qualified and one Paediatric First Aid trained), one of whom is a member of the SLT - until the child is safely collected either, by the parents or other adults authorised to take the child home.

WRAP AROUND CARE

We offer wraparound care for children across the school, including a **Breakfast Club from 7.30am** and **After School Care until 6.15pm**.

Breakfast Club

Year Group	Time	Cost	Includes Breakfast
PR to Year 6	7.30am – School Start	£7.00	✓
PR and Year R only	8.00am – 8.20am	£3.00	✗

After School Care PR and YR

Session	Cost	Refreshments
3.45pm – 4.45pm	£10.00	✗
3.45pm – 5.15pm	£12.80	✗
3.45pm – 6.15pm	£19.10	✓

After School Care Year 1 to Year 6

Session	Cost	Refreshments
3.45pm – 4.45pm	£6.40	X
3.45pm – 5.15pm	£9.60	X
3.45pm – 6.15pm	£15.90	✓

After School Care – Following an Extra-Curricular Club (PR to YR)

Session	Cost	Refreshments
4.45pm – 5.15pm	£4.80	X
4.45pm – 6.15pm	£11.10	✓

After School Care – Following an Extra-Curricular Club (Year 1 to Year 6)

Session	Cost	Refreshments
4.45pm – 5.15pm	£3.20	X
4.45pm – 6.15pm	£9.50	✓

Late Charges: Please note that late collection after the session you have booked will incur a late charge of £5.00 per 10 minutes.

Booking Information

All Breakfast Club and After School Care sessions **must be booked and paid for via the Wisepay system.**

Please note that **once a session has been booked, we are unable to cancel or amend it**, and the full charge will still apply.

Ratios

The member of staff responsible for after school care is always Level 3 qualified and they, or the on-call member of SLT, always have a current certificate in Paediatric First Aid training. The SLT member on call should be called on to assist in after school care when the following ratios are exceeded:

- When the ratio of more than 1:8 is met in EYFS after school care (for children over 3 years).

Please refer to the **Supervision of Children Policy and the Playtime Supervision Policy.**

Wrap-around staff aim to provide the following:

- Supervised homework and structured activities
- A safe, caring and stimulating environment
- High quality care at all times
- Experienced and committed staff
- A commitment to equal opportunities
- Safe equipment

Parents should

- make sure that the Parent Information Form is updated with emergency contact details
- collect children promptly at the end of the session.

Uncollected child policy:

In the event that children are not collected from the school /setting by an authorised adult within one hour after the official school day has closed, the **Uncollected Child Policy** will be adhered to.

This Policy is subject to regular review.