



## HOLY CROSS CATHOLIC PRIMARY SCHOOL

Company No: 07696905 Registered Office: Queen's  
Drive, Swindon, Wiltshire, SN3 1AR

Tel: 01793 527679 [www.holycross.swindon.sch.uk](http://www.holycross.swindon.sch.uk) ✉:  
[admin@holycross.swindon.sch.uk](mailto:admin@holycross.swindon.sch.uk)



*Learn, Grow, Love, Live*

# Wraparound Care Policy 2025-2026

Version	Date	Description of changes and person/organisation responsible
1.0	28.1.26	New Policy
2.0		
3.0		
4.0		
5.0		
6.0		

<b>People Responsible:</b>	Headteacher Governing Body
<b>Reviewed date:</b>	
<b>Next review date:</b>	January 2029

## Mission Statement

At Holy Cross Catholic Primary School, we  
learn about ourselves and about the world.

We grow in faith,  
we act with kindness, generosity and love to  
ourselves and others. We live life to the full and  
have a future full of hope.

## **Introduction**

Breakfast and After School Club is run by Holy Cross Catholic Primary School (HCCPS) and provides high quality out of school hours care for our parents. We provide a range of creative and stimulating activities in a safe, nurturing environment.

Breakfast Club opens from 7.30 a.m. – 8.45 a.m. and After School Club from 3.15 p.m. and 6.00 p.m. Current costs can be obtained from the school office or the HCCPS website.

**A registration form and an agreement to adhere to the terms of this Policy is to be completed for each child.**

## **Registration**

- Only children attending HCCPS are eligible to attend
- All places are subject to availability
- The registration form and agreement process must be completed prior to commencement at either Club
- Parents/carers will receive a paper copy of this Policy and it will be available to view on our school website.
- Staff are made aware of a new child/ren starting either Club.
- Staff are made aware of any allergies/dietary requirements of the children in their care
- Children's attendance is recorded in a register.

## **Arrival & Departure**

Breakfast Club – 7.30 – 8.45

Children may arrive at breakfast club no earlier than 7.30 am. It is the parent's responsibility to ensure that children arrive safely at HCCPS Breakfast and After School Club and are received by a member of our staff. We cannot take responsibility for children not handed over to a member of staff.

Morning care is also a popular option for children who don't have breakfast, ideal for those who wish to eat at home before school but still require early morning childcare. Bookings can be made via Parent Pay and choosing the Morning Care option. All bookings must be made at least 24 hours in advance.

When attending Breakfast Club or Afternoon Club, parents/carers should advise staff which session has been booked for your child. Breakfast service will close at 8:15am. Please ensure your child arrives early if they are booked in for breakfast.

Included in the charge for breakfast club (but not morning care) is a breakfast (toast/cereal/fruit/milk /water).

If your child/ren has any dietary allergies we will not provide them with food that contains those allergens, e.g. if a child has a milk allergy and products are shown to contain milk, these will not be served to your child. HCCPS is a nut free school.

Please ensure that your child's dietary needs/allergy information are up to date at all times by informing the school office.

During the session, children will be able to choose from a selection of activities including games, craft, reading materials and outside play (weather permitting).

The breakfast club staff will walk the children to their classrooms in time for morning registration.

### **After School Club**

Two sessions are offered for After School Club and details can be found at the HCCPS website.

At the end of the school day, children will be walked by members of staff to After School Club. Parents will collect their children from the Children's Entrance. Please ring the telephone number provided at the gate and a member of staff will bring your child to you. Children must be collected by a responsible named adult and staff members of the HCCPS After School Club must always be informed if another person will be picking up any child.

Included in the charge, and available at the beginning of the session, a light snack is provided. This is not a substitute for an evening meal.

If your child/ren has any dietary allergies we will not provide them with food that contains those allergens, e.g. if a child has a milk allergy and products are shown to contain milk, these will not be served to your child. HCCPS is a nut free school.

Please ensure that your child's dietary needs/allergy information are up to date at all times by informing the school office.

During the session, children will be able to choose from a selection of activities including games, craft, reading materials and outside play (weather permitting).

### **Booking, Payment of Fees and Cancellation**

We recommend that parents/carers book as far as possible in advance to secure your child's place but we do ask, where possible, for 3 days' notice.

Sessions are booked and paid for in advance using the school's ParentPay portal.

Failure to pay for any sessions booked may result in your child not being able to attend until payment has been made.

In the unforeseen circumstances when the school has to be closed, or the sessions are unavoidably cancelled by the school, there will be no charge for sessions that have been booked.

### **Absence**

If your child is ill then please follow the school's usual procedures for reporting absence.

### **Charges for late Collection of Children**

It is essential that all children are collected promptly at the end of each booked session. There is no reduction in charge for early collection. Late collection may result in a charge being levied. Persistent late collections may jeopardise your child's place at HCCPS Breakfast and After School Club.

We understand that from time to time circumstances will be out of your control. We ask that prior to 4.00 p.m. you contact the school office. Thereafter, you contact a member of our After School Club staff on **07842 583077** to inform us of any such issues.

If a child has not been collected by 6.00 pm, and we have been unable to contact the child's parents, the Senior Leadership Team will decide the next steps to take. This could include contacting the police or children's social care for support.

### **Promoting Positive Behaviour**

HCCPS Breakfast and After School Club aims to promote positive behaviour and attitudes amongst all children attending, in line with school policies and procedures. Parents will be informed of any serious incidents of unacceptable behaviour involving their child and appropriate actions taken following the schools' policies.

### **Administering Medicines**

For any medicines to be administered at HCCPS Breakfast and After School Club, parents/carers will need to complete a medicine form, available from the school office or from the club. Medicines will be stored within a secure area and, if required, will be administered by a member of the Breakfast and After School Club. Medicines can only be administered at HCCPS in line with the school's Health and Safety Policy which can be found on our school website.

### **Safeguarding**

Any safeguarding issues should be reported to The Designated Safeguarding Lead. Our Breakfast and After School Club will be covered under the school's Safeguarding Policy, which is available on our school website.

### **Drop-Off and Collection Procedures**

In the morning children must be dropped at the school reception where a member of the Breakfast Club will greet you. For after school care collection, parents will collect their children from the Children's Entrance. Please ring the telephone number provided at the gate and a member of staff will bring your child to you.

Parents are encouraged to use the school car park for breakfast, morning and afterschool care. The car park gates will remain open from 7.30am to 8.00am and 3:45pm to 6.00pm.

Parking on double yellow lines in front of the school will incur a fine from the LA or DVSA

HCCPS Breakfast and After School Club cannot release a child into the care of an unauthorised person. Your child will only be released to someone who is on the HCCPS Breakfast and After School Club Registration Form, or where we have received a message to the school office about a change in arrangements. If we do not have either of these, a phone call will be made to you for authorisation to ensure that your child is safe. The school office closes at 4.00 p.m. Any messages left after this time will not be collected/actioned until the following day.

### **Confidentiality**

It is a legal requirement for HCCPS Breakfast and After School Club to hold various items of information about children who attend. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. All team members are aware that this information is confidential and is only used within the setting. However, if there is a concern or an issue arises concerning safeguarding children, our Child Safeguarding Policy will take priority over confidentiality.

### **Concerns & Complaints**

Concerns and complaints should be raised with either Breakfast or After School Club staff in the first instance. If it cannot be dealt with satisfactorily, please contact the school office who will direct it to the appropriate person. Complaints will be dealt with in line with the school's Concerns & Complaints Policy which is available on our websites.