

Together we learn and grow.



# Wraparound Care

## 2026 - 2029

**Together we learn and grow.**

***Revision history***

| Version | Date     | Changes                                                                                    | Author(s) |
|---------|----------|--------------------------------------------------------------------------------------------|-----------|
| 2026-29 | 10.03.25 | Updated throughout including text, charges and name of policy to reflect service delivered | MSW       |

***Approval***

| Version | Date     | Approver(s)                     | Minute number |
|---------|----------|---------------------------------|---------------|
| V1.0    | 19.03.25 | Finance and Resources Committee |               |
| V1.0    | 19.03.25 | Full Governing Body             |               |

***Review period*** This policy will be reviewed every year.

| Version |              |
|---------|--------------|
|         | January 2027 |

## **Together we learn and grow.**

### **1. Introduction**

The school provides a Breakfast Club between the hours of 7.30 am and 9.00 am and an Afterschool Club between the hours of 3.30 pm and 5.30 pm.

Additional arrangements can be made for a later pickup of 6pm and any parent wishing to do so should contact the School Office no later than 48 hours before the arrangement is needed.

### **2. Cost of Extended Services**

Charges for both Breakfast Club and Afterschool Club are £5.00 per hour. The school operates a range of bookable sessions with pro-rata of the above hourly charge as follows:

#### **Breakfast Club:**

Sessions from 8.30 am to start of the school day are £2.50

Sessions from 8.00 am to start of the school day are £5.00

Sessions from 7.30 am to start of the school day are £7.50

#### **Afterschool Club:**

Sessions from end of school day to 4.30 pm are £5.00

Sessions from end of school day to 5.00 pm are £7.50

Sessions from end of school day to 5.30 pm are £10.00

Sessions from 4.30 pm to 5.30 pm (where a child is attending an after-school activity club) are £5.00

All children attending breakfast and afterschool club will be offered a light breakfast or healthy snack.

### **3. Booking Extended Services**

Our booking system allows parents and carers to book children into breakfast club for the following morning up to 12 o'clock the night before. So, we can ensure the right ratio of staff is available and in place parents and carers are asked to book breakfast provision by 3.30 pm the night before.

All bookings should be made through our digital booking system, however, if parents and carers are unable to book on to the session(s), they need they should contact the school office as soon as possible. Bookings should not be made with the breakfast and afterschool club Supervisor.

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### 4. Payment

Payment must be made in advance or on the day of provision unless alternative arrangements are made with the Headteacher or School Business Officer. Wherever possible payment should be made via our on-line payments system, however, if parents and carers are unable to do so a cash payment can be made via the school office.

To ensure that the school's budget is not adversely impacted by the cost of providing extended service the school will be proactive in recovering any monies owed in relation to this provision. If parents and carers require the services offered and are experiencing hardship a request for assistance should be made in writing to the Headteacher as soon as practicably possible. The request should be sent to [Headteacher@Youlgrave-allsaints.derbyshire.sch.uk](mailto:Headteacher@Youlgrave-allsaints.derbyshire.sch.uk) or [enquiries@youlgrave-allsaints.derbyshire.sch.uk](mailto:enquiries@youlgrave-allsaints.derbyshire.sch.uk).

Where full or part payment for wraparound care Services is to be made via a voucher scheme, regular reconciliations take place and parents should notify the school office of any transfers so the online payment system can be updated.

Weekly reminders are sent to all parents and carers regarding outstanding monies due for wraparound care and prompt payment is requested. Failure to maintain regular payments for this service may result in the service being withdrawn.

### 5. Monitoring and Recovery of Wrap Extended Services Debt

The Governing Body will be provided with a summary of all income and expenses and detail of any outstanding debt via the Headteacher's report at each full governing body meeting. This will enable governors make timely decisions in relation to costs and charges to ensure financial viability and minimise any impact of the school's revenue budget.

Where a debt write-off is required the Headteacher will submit a formal request to the next available Full Governing Body Meeting for approval. The request for write off will include the total debt amount, details of actions taken to date and the reason for no further action.

Where all attempts to recover outstanding monies have been exhausted the school reserves the right to take legal action where necessary to recover monies owed.