



Brentwood School



Guide to term-time

# Wraparound



Welcome to our term time Wraparound facility which is available to all Brentwood Preparatory School pupils. This handbook has been designed to give you information about our optional before and after school arrangements.

We are fortunate that our Wraparound is run in-house by School staff who already hold Enhanced Disclosure and Barring Certificates and there are qualified Paediatric First Aiders on site at all times.

In providing a quality childcare service, we promote the following principles:

- Each child is respected as an individual
- Each child has the right to equal opportunities
- Each child has the right to play safely

Through structured and free play, we encourage the social, physical, intellectual, creative and emotional development of the child. The needs of the child is the primary focus of the Wraparound facility.

### **Aims of the Wraparound Facility**

- To provide a stimulating and creative atmosphere
- To ensure all children feel included
- To work by our School policies
- To provide safe, high quality childcare
- To keep lines of communication open





## Before School (Breakfast Club)

### Admission

Breakfast Club is based in the Higgs Hall for all pupils EYFS to Year 6. Drop off is via the Middleton Hall Gate car park at the green gate. Drop off for Breakfast Club is 7.30am and not before due to insurance reasons. Drop off can be made at any time from 7.30am.

### Timings

#### For children in EYFS & KS1

Breakfast Club, 7.30am until 8.40am – £5

#### For children in Years 3 to 6

Breakfast Club, 7.30am until 8.20am – £5

### Booking

All bookings are made online via My School Portal. Please note that bookings should be made 24 hours in advance, where possible.

### Activities

We will offer a range of activities that the children can independently choose once they have eaten their breakfast. Activities include; colouring, puzzles, role play and board games.

### Catering

Children are offered healthy breakfast options. This includes toast, cereal, fruit, yoghurt, milk and juice.

All dietary requirements or allergies must be advised when booking your child into Breakfast Club.

### Car Park

Entrance to the Breakfast Club is via the Middleton Hall Gate car park. Our Car Park Attendants and Porters will see the children safely into Wraparound at the green gate.



## After School (Club)

### Admission

After School Club is based in the Higgs Hall for all pupils EYFS to Year 6. Pupils will go straight to the Club after the school day is finished. Pupils are to be picked up via the Middleton Hall Gate car park at the green gate.

We have refined the session times and have updated the session charges to reflect this and an overall increase in running costs.

EYFS & KS1	3pm – 4pm	£5
EYFS & KS1	3pm – 5pm	£11.50
EYFS & KS1	3pm – 6pm	£17
KS1 & KS2	4pm – 5pm	£7.50
KS1 & KS2	4pm – 6pm	£15
KS2	5pm – 6pm	£6.50

### Booking

All bookings are made online via My School Portal. Please note that bookings should be made 24 hours in advance, where possible.

### Activities

We offer a range of activities that the children can independently choose. Activities include; games, puzzles, homework for the older children and themed evenings.

### Catering

All After School Clubs include a light tea, which is provided for those pupils that are booked in.

Please be aware that the food provided is not a substitute for an evening meal.

### Car Park

Entrance to the After School Club is via the Middleton Hall Gate car park. Collection from Wraparound is made via the intercom at the green gate in the Middleton Hall Gate Car Park.

### Late Charges

If your child is on a booked session and is not collected at the end of the booked session, an appropriate charge will be applied for the full session. A late charge of £10 will be levied for a child who is not collected at 6pm. An additional charge of £25 will be applied for any child who is not collected after 6.30pm.

### Collection of Children in EYFS and KS1 staying for After School Club

Any child in EYFS and KS1 who has not been collected from their parent pickup point will automatically be taken into the After School Club and the appropriate charge levied to parents.

### Collection of Children in KS2 – not staying for After School Club

Any child in KS2 who has not been collected from their pickup point, pupils will automatically be taken into the After School Club and the appropriate charge levied to parents.

### Collection of Children from their After School Club

Any child in KS1 who has not been collected from their pickup point and any child in KS2 who has not been collected from their pickup point by 5pm\*, from their scheduled After School Club session will automatically be taken into the After School Club and the appropriate charge levied to parents.

*\*Times may vary slightly depending on Club*

### Collection of Children in KS2 after a Sporting Fixture

Parents have the option of booking their child into After School Club in advance. However, if a child who has not been collected ten minutes after the advertised fixture return time will be taken into the After School Club and the appropriate charge levied to parents.

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## Additional Information

### Ratios

For the safety and wellbeing of our pupils, legal ratios are strictly observed and therefore there is a cap to the number of pupils that we can accept. This is in line with our safeguarding procedures.

### Medical Conditions

Please note that we rely upon the existing medical and dietary information we hold on file for your child and would stress the importance of ensuring that this information is always accurate and up to date. If there are any changes, please contact our School Nurses.

### Behaviour

Staff always encourage positive behaviour. The principles outlined in the School's Behaviour Policy are adhered to and sanctions will be applied where children do not adhere to instructions.

### Costing & Refunds

Please be aware that costs are reviewed annually.

If a school activity prevents a pupil from attending a pre-booked Wraparound session, the cost of the Wraparound will be refunded ie Sports fixture or School Trip. If a pupil does not attend a pre-booked Wraparound session because of illness, there will be no refund.

### Childcare Vouchers

We accept childcare vouchers for our breakfast club and after school club to assist parents of Prep pupils who use our wraparound childcare provision.

Parents should continue to 'sign up' to sessions in the normal way via your My School Portal account where there will be an option to select payment via childcare vouchers. The School currently accepts vouchers from the following childcare providers:

- Edenred
- Enjoy Benefits
- Care 4
- Computershare
- Sodexo

Please contact us should you wish to use any childcare vouchers that are not listed above.

Should a childcare provider not reimburse the School for any reason, any outstanding payments due will be added to your next termly fees invoice and late payment fees would apply at 1.5% per month.

### Sibling Club

Sibling Club is available from 8am until 8.20am and again at 3.15pm for KS1 children with older siblings in KS2 only. KS1 pupils will remain in Sibling Club until their older sibling is released; 3.40pm for Years 3 & 4 and 3.50pm for Years 5 & 6.

This facility enables parents to collect their children from both phases of the Prep School at the same time and help alleviate congestion in the car park. No charge would be made for this facility.

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Miss





here to contact our  
around Supervisor,  
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