



**Charlestown**  
Primary School



# Wrap Around Care Policy

Version Number	V1
Date Adopted by Governors	7 <sup>th</sup> May 2024
Scheduled Review Date	Summer 2025
Statutory or Best Practice Policy	Best Practice
School or Trust Policy	School

We want to ensure that your needs are met.  
If you would like this information in any other format, please contact us on  
01637 303106 or email [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk).

**#AsOne**  
**Kernow Learning**

### Aims

Beaches wrap around care club provides quality wrap around care for pupils at Charlestown Primary School. The aims of the club are to:

- Support families by providing before and afterschool childcare from 07.30-08.30 and 3.15pm to 5.30pm (4.30pm on Friday)
- Provide planned play activities.
- Offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

### Information for parents

#### Beaches Breakfast Club

Opening hours: 7.30am – 8.30am

Cost/breakfast: 7.30am – 8.30am = £3.50 08.00 -08.30 = £2.00

Children will be able to choose from a selection of healthy breakfast options, for example, cereal, toast, yoghurts, fruit, fruit juice and milk.

Please note, due to time constraints, breakfast will be served until 8.05am.

**Activities:** Breakfast, reading school book, colouring, crafts, lego, board games. The aim is to have a calm start to prepare the children for their school day.

**Location:** Breakfast club will be held in the main hall. Please enter breakfast club via the double doors next to the kitchen. The door will be locked so please ring the doorbell and a member of staff will come and greet you and your child/children. Please ensure that your child/children are in the care of a member of staff before leaving. If there are any messages to be passed to school staff please pass these to the Wraparound Care staff.

**School Day Start:** At 8.30am the children will make their way to their KS1/KS2 classes. Staff will be on hand to help with bags and to pass any messages to school staff.

#### Beaches Afterschool Club

Opening hours: 3.15pm – 5.30pm, 4.30pm finish on Friday

**Cost:**

3.15 – 3.45	£2.00
3.15 – 4.30	£5.50
3.15 – 5.00	£6.50
3.15 – 5.30	£7.50
4.15 – 5.30	£5.50

Cost when attending a school sporting/music club first:  
4.15pm – 5.30pm = £5.50

**Snack:** A healthy snack will be provided straight after school/club, for example, fruit, crumpets, breadsticks, veg sticks, crackers, cheese, biscuits/cake (made by the kitchen).

**Activities:** Homework help, reading books, colouring, arts and crafts, games (group games/board games), outside play (depending on staffing levels and the weather), films etc.

**Location:** Beaches will be in the school hall

Collection point: Children are to be collected from the school hall. Please access this via the double doors by the kitchen and ring the doorbell. When the children are playing outside, the playground gate will be locked and a member of staff will come and let children out.

## How to book and pay

### Regular bookings

Regular bookings are to be made and paid for in advance using the MyEd app. Booking will close the night before the club and all bookings should be made in advance via the app. **No bookings** will be taken on the day of the club, unless, in case of an extreme emergency and then will only be confirmed at the Headteachers discretion.

## Contact details

Club Leader Mrs Whybrow and Mrs March

Email [charlestownwraparound@kernowlearning.co.uk](mailto:charlestownwraparound@kernowlearning.co.uk)

Mobile number 07566720757

Please note that this mobile is only switched on between 7.30am – 8.30am and 3.15pm – 5.30pm. Please do not use this number to make bookings. It is intended for emergencies/urgent information only and to keep staff informed of any changes to your child's collection arrangements for that day.

## Terms and Conditions

1. The breakfast and afterschool clubs are only available during term time. The clubs are closed on inset days and Bank Holidays.
2. The provision is only available to children who attend Charlestown Primary School.
3. The wraparound care mobile number is 07566720757. This number is only to be used during the operating times of the wraparound care 7.30 – 8.30am and 3pm – 5.30pm. The number is to be used for notifying the staff about delayed collection times/changes in collection arrangements/any urgent messages to be passed to children. Please do not use this number to make bookings.
4. Regular bookings are to be made in advance using the booking system on the MyEd app. Bookings are taken on a first come, first served basis.
5. Breakfast club bookings are to be made via the MyEd app by 2pm for the following morning. Afterschool club bookings are to be made via the MyEd app by 12midnight the day before. Please note that we will not take any bookings on the day unless there is an extreme emergency eg. Travel disruption/break down in care etc confirmation is at the Headteachers discretion.
6. Payments for regular bookings are to be made in advance.
7. All payments are to be made via MyEd app.
8. We reserve the right to refuse places for children where the bill is unpaid.
9. Late collection within club hours will incur an additional charge for the next session/s.
10. Late collection after 5.30pm will incur an additional charge of £5 for every 15 minutes.
11. It is the responsibility of parents/carers to inform the Club Leader of any change to bookings.
12. It is the responsibility of parents/carers to inform the School Office of any changes to contact details.
13. Parents/carers are still required to report absences to the School Office as usual by phoning 01726 812831.
14. On the last day of the school term the session will end at 3.30pm
15. Unless cancelled BY 12 NOON, booked sessions that your child does not attend due to changes in collection circumstances (i.e. changes in working patterns etc), will still be charged.
16. If school is closed due to unforeseen circumstances, e.g. lack of water supply, all sessions booked and paid for will be credited to future bookings
17. Some activities can be wet and muddy at times and also weather dependant.
18. Films/TV programmes will be age appropriate. If you do not want your child to participate in these please let the staff know.
19. From time to time photos may be taken and used on the website or to promote the club. We will take note of the photo consents provided to the school.
20. The Senior Leadership Team and the school's governing body have the right to make decisions and alterations to all matters regarding the provisions, at their discretion.
21. We expect sensible behaviour and good manners from the children. We will inform parents/carers of any poor behaviour and reserve the right to refuse places to poorly behaved children.

22. If you have any concerns or feedback please contact the Wraparound Care Club Leaders by emailing [charlestown@kernowlearning.co.uk](mailto:charlestown@kernowlearning.co.uk) or leave message with the School Office.
23. The club is run and managed by Charlestown Primary School.