



**St Newlyn East**  
Learning Academy



# Wrap Around Care Policy

|                                   |               |
|-----------------------------------|---------------|
| Version Number                    | V1            |
| Date Adopted by Governors         | June 2025     |
| Scheduled Review Date             | June 2026     |
| 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).

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**Kernow Learning**

## Introduction and Purpose

At St Newlyn East Learning Academy, we love our school and being part of the community. We are passionate about aiming to be the best we can be every day. Our Trust mission encompasses this: 'Growing Excellence Together'.

Our wrap around care provision reflects our core values and Golden Roots: listening, kindness, and honesty. These are the foundation of a safe, caring and nurturing environment where children can thrive both in and beyond the school day.

Our curriculum vision drives all our practice: growing a passion for reading, embedding rich vocabulary, nurturing curiosity, and fostering confident, knowledge-hungry learners. Our wrap around care provides continuity of this ethos in a relaxed and engaging setting.

## Scope and Availability

Wrap around care includes:

Breakfast Club (from 7:30am until start of school)

Afterschool Club (Lodge Club) (from 3:15pm until 5:30pm)

Age range: 4-11 years old. Pupils of St Newlyn East Learning Academy only.

Term time only. Based in the school hall (Breakfast Club) and Lodge building (Afterschool Club).

## Booking and Admissions

All bookings are made via the My:Ed App. We accept same-day bookings, but ask where possible that parents book in advance to support planning. We aim to accommodate all pupils who wish to attend. If parents require a 7:30am start this must be booked by 4pm on the previous school day.

## Fees and Payments

*Breakfast Club:*

7:30am - 8:00am: £6.50

8:00am - 8:29am: £5.00

8:30am: £2.00

Breakfast (if required): additional £0.75 per session

*Afterschool Club (Lodge Club):*

3:15pm - 4:00pm: £5.00

4:00pm - 4:30pm: £7.50

4:30pm - 5:00pm: £10.00

5:00pm - 5:30pm: £12.50

Snack (if required): additional £1.00 per session

*Discounts:*

- Children attending a free teacher-led afterschool club (3:15pm–4:15pm) followed by Lodge Club will receive a £2.50 reduction.
- A 10% discount is available for pupils attending both Breakfast and Afterschool Club every day of the week.

Payments can be made via the My:Ed App. We are registered with Tax-Free Childcare and accept childcare vouchers.

## Daily Routine

### *Breakfast Club:*

- Staff check bookings by 4pm the day before. If a 7:30am booking is made, the club opens at 7:30am.
- If no early booking, club opens at 8:00am.
- Gate opened accordingly to welcome children.
- Hall setup includes two long tables (games and colouring), two mats (Lego/larger games), and soft ball games in the courtyard.
- Juice available to all. Breakfast (toast, porridge, cereal, fruit) for booked children. If others request food, it should be provided and the office informed. Parents will be contacted to confirm if this is ongoing.

### *Afterschool Club (Lodge Club):*

- Staff collect children from classrooms at the end of the day. Teachers hold them until collection.
- Initial session takes place inside the Lodge. Staff prepare snacks and indoor activities (craft, construction, colouring, role play, games).
- Juice offered to all. Snack for booked pupils; others may be served and the office informed. Follow-up with parents as needed.
- Once snack is complete, one adult remains inside and one outside so children can choose where to play.
- Parents ring the gate bell. Staff release children to known adults. If not recognised, a check with SLT must be completed.

## Food Hygiene and Allergens

All staff to complete a food hygiene certificate.

Allergen, medical and SEND information for attending children is kept in the Wrap Around Care folder.

## Behaviour and Safeguarding

All school policies, including but not limited to safeguarding and child protection, behaviour and relationships, anti-bullying, online safety, and the staff code of conduct, apply within wrap around care.

Behaviour and safeguarding incidents are reported and recorded in line with school procedures.

Wrap around staff must carry a walkie-talkie at all times. DSLs are contactable via walkie-talkie or mobile.

## Inclusion and Equal Opportunities

Wrap around care is inclusive of all pupils. We support children with SEND and medical needs. Reasonable adjustments will be made to ensure all children can safely participate.

## **Health & Safety and Emergency Procedures**

First aid procedures mirror the school day. In an emergency, staff will exit the building with the register and meet on the main school field.

A register is taken at the start and updated when pupils are collected.

## **Staffing**

- All staff working in wrap around care are subject to safer recruitment procedures.
- All staff complete safeguarding training and food hygiene certification.
- Staff:child ratios follow statutory guidance.

## **Communication with Parents**

- Parents may contact the school office or wrap around care staff for information or queries.
- No conversations about fees or food charges should be had with children or parents by wrap around staff. These discussions must go through the office and SLT.
- If a parent needs to contact Lodge club after 4:30pm then they can use the school mobile number in the case of an emergency.

## **Complaints**

- Any concerns should be raised initially with wrap around care staff. If unresolved, the school's Complaints Policy applies.

For any enquiries regarding wrap around care, please contact:

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

Telephone: 01872 510407

