Outwood Primary School Breakfast and After School Club



Wrap Around Care Policy & Agreement

Date: October 2026

ABOUT THE CLUB

Our Breakfast and After School Club Manager is Wayne Hampson. Wayne can be contacted via the details below or via ClassDojo. All staff will wear identification badges in line with school policy and have an advanced DBS police check.

CLUB AIMS

- To provide an affordable childcare facility for parents/carers each morning before and evening after school
- To provide a safe, welcoming and secure environment for children
- To provide a healthy, nutritious snack for pupils.
- To provide a calm environment in which children have access to a range of activities

The Breakfast and After School Club operates under the umbrella of Outwood Primary School and fully adopts all policies and procedures currently in place at the school. These policies can be found on the school website https://www.outwood.stockport.sch.uk.

Activities included as the club include;

- Art and craft activities
- Table top activities
- Chess
- Outside physical activities
- Indoor and outdoor activities.

CONTACT DETAILS

Wayne Hampson: 07783305416 (7am – 8.45am & 3pm – 5:30pm)
Email: wayne.hampson@outwood.stockport.sch.uk

FEES

Breakfast Club (BC) - £4 per session including breakfast
Early Adopters Breakfast Club – Free
After School Club (ASC) - £7.50 per session

Paid clubs can be booked at least one hour in advance, payment will be required in advance and should be made via School Spider on booking.

Early Adopters Breakfast Club is free for all school aged children from Reception to Y6 and does not require you to book in advance.

For paid for clubs one week's notice is required for any cancellation, including holidays, to avoid charges. Refunds for any unattended sessions will only be issued where this notice has been given or where a child did not attend because of illness. Please inform us as soon as possible to prevent a charge for the session.

To make a booking:

1. Go to www.schoolspider.com and log in
2. Select the club you wish to make the booking for
3. Select View on the relevant club
4. Select Breakfast or Afterschool the relevant week

5. When complete click the confirm booking
6. This takes you to the payment screen

BREAKFAST CLUB 7.30 AM - 8.45 AM

The doors will open for all children at 7.30am. All children will come through the main pedestrian gates. Parents/carers must escort children through the gates and wait at the door for a member of staff to register your child.

We offer a choice of two breakfast items plus a drink. Examples of breakfast provided will be a selection of cereal, porridge, waffles, toast and bagels.

The latest drop off time for breakfast club is 8:35am, after this time parents/carers must accompany children on to the main playground and remain with their child until school opens at 8:40am.

Early Adopters Free Breakfast Club

The doors will open from 8:15. We ask all children be in school by 8:30am to allow enough time for them to enjoy breakfast before the start of the school day. If you require an earlier drop off than 8:15 you can book and access our paid for service that will allow you to drop your child in school from 7:30am for £4. As this is a Government initiative our Early Adopters Free Breakfast Club is only accessible to school aged children from Reception – Y6.

AFTER SCHOOL CLUB 3.20PM – 5:30PM

All children will be brought to the hall after school to attend the after school club.

We offer a safe and nurturing environment for children to play, learn and socialise. A light snack is offered at approximately 4.15pm. Only food provided by BC or ASC can be consumed during these sessions. If you have any allergy requirements please let us know.

A penalty will be enforced for late pickups of £10: an additional £10 will be charged for every 15 minutes thereafter. *Should a child at After-School Club not be collected by 5.30pm and no notice has been given to school, and school has not been able to contact you on your normal contact number, then the situation will be reported to the Police and Stockport Children's Services so they can make appropriate arrangements for the child's care. Late charges will be applied retrospectively to School Spider accounts*.

Where there is a constant breach of pick up times the wrap around care facility will no longer be available to the user. To avoid this, if you are going to be late for a pick up or drop off we ask you contact the Club using the phone number provided and have a contingency plan for alternative collection/drop off for your child.

NO DEBT POLICY

As a school we run a no debt policy, this means when you book your child onto ASC or BC you will also need to pay via school spider in advance. School will accept childcare vouchers for support with wrap around care and these accounts will be monitored on a case by case basis.

BEHAVIOUR

Whilst attending BC and/or ASC children are expected to follow the school ethos and the school behaviour policy applies at all times. We encourage appropriate behaviour through positive praise, emphasising turn taking and cooperative play. We will talk with the children demonstrating the courtesy we expect from them and encourage engagement in all activities.

We recognise that poor behaviour can occur from time to time. We will try to be flexible in order to accommodate such cases however, if your child is demonstrating what we deem to be unsafe behaviour we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club.

EXTRA SESSION/CANCELLATIONS

Extra sessions or late bookings are sometimes available in accordance with the appropriate staff/pupil ratios. If you require an extra session, please contact Wayne on 07783305416 (between 7am – 8.45am & 3pm – 5:30pm) or the school office on 0161 437 1715.

One week's notice is required for any cancellation, including holidays, to avoid charges. Refunds for any unattended sessions will only be issued where this notice has been given or where a child did not attend because of illness.

FIRST AID

The school first aid and administration of medication policy applies at all times. Incidents will be recorded and information sent home through the school's Smartlog medical recording programme. Parents/carers of any child who becomes unwell whilst attending the ASC or BC Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the ASC and/or BC of their absence.

ILLNESS/ACCIDENT/EMERGENCY

Parents are informed immediately if their child becomes ill whilst in the care of the club, or if they have an accident where it is felt the parents/carers are needed. All accidents will be reported using the school's medical recording system 'Smart Log' and a message will be emailed directly to the email address we have on school records for you. The parent/carer will also be informed when the child is collected. There is always a qualified first aider on site. Details of children's medical needs and any allergies are recorded. In case of a serious injury the parent/carer will be contacted immediately using the emergency contact on record and an ambulance would also be called.

SAFEGUARDING

We will strive to:

- Create and maintain a safe learning environment for our children.
- Identify where there are child welfare concerns and take action to address them, in
- partnership with other organisations where appropriate.
- Develop our children's understanding of how to keep themselves safe.
- All our staff are employed by the school's governing body and are subject to enhanced DBS (Disclosure and Barring Service) checks. They also receive appropriate safeguarding, first aid and other training, as required.
- The staff are responsible for following the club's policies and procedures.

- All staff will wear identification badges in line with school policy and have an advanced DBS police check.

The Designated Safeguarding Lead for school is Mrs Maude and the Deputy Designated Safeguarding Lead is Mrs Clayton.

As a part of our whole school approach, we are fully committed to building and maintaining a safe and secure environment in which all in our care are protected from harm and abuse. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For further details see our Safeguarding Policy on the website.

GDPR

As a result of Data Protection regulations known as GDPR (General Data Protection Regulations) we need to confirm that you give us permission to contact you and hold such personal information as your email address, home address, phone number, in order to keep you informed about your child and school/community events. Please complete the consent page (page 6) to ensure we have up to date files. For full details of our Privacy Notice please refer to our website: https://www.outwood.stockport.sch.uk/page/gdpr/54459

MEDIA IMAGES

During your child/children's time at ASC and BC there may be occasions when the club takes photograph/video of your child/children. We ask for your consent for use of these photos, please complete and return the permissions on page 6.

ACCEPTING TERMS AND CONDITIONS

By signing up for the After School and/or Breakfast Club online you are accepting the terms and conditions outlined in this policy. A copy of this policy will be sent to you upon your first booking of the club and be available on the school website.

MEDIA IMAGES CONSENT

I hereby give permission for my child/children to be photographed/videoed for use in school. **(YES/NO)**

I hereby give permission for my child/children to be photographed/videoed for use on the school website. **(YES/NO)**

I hereby give permission for my child/children to be photographed/videoed for use on websites that are accessible by the school community E.g. Class Dojo, **(YES/NO)**

I hereby give permission for my child/children to be photographed/videoed for use on social media e.g. Twitter, Facebook and Instagram, **(YES/NO)**

I hereby give permission for my child/children to be photographed by our external school Photographer (**YES/NO)**

I hereby give permission for use of my data to contact me in regards to my child's wellbeing and upcoming school activities/event. **(YES/NO)**

Parent/guardian name: _____

Childs Name: _____

Date: _____

Signature: _____