



Whitkirk Primary School's Wake Up and Wind Down Wraparound Club Policy

'Be the best that we can be'

1. Introduction

The WPS Wraparound Before and After School Club is run by Whitkirk Primary School and exists to provide high-quality, out-of-school hours childcare for parents and carers. The club offers a range of stimulating, creative and enjoyable activities in a safe and caring environment. These include:

- Arts and crafts
- Board games
- Baking
- Computing
- Outdoor play

The club operates term time only during the following hours:

- Morning session: 7:30am – 8:45am
- Afternoon session: 3:00pm – 5:50pm

Current session fees are available from the School Office. This policy is available on the school website at www.whitkirk.org.

2. Admissions

- Only children attending Whitkirk Primary School are eligible to attend the Club.
- All places are subject to availability.
- Sessions must be booked and paid for in advance of each half-term via Arbor.
- The Club is staffed by Whitkirk Primary School employees.
- Children's attendance is recorded in a daily register.

Please note: We currently only offer regular, pre-booked sessions.

3. Arrival and Departure Procedures

Before School Club

- Parents/carers must bring their child directly to the Wraparound Club entrance (located to the left of the School Office).
- A member of WPS Wraparound staff will sign children in.
- At 8:40am, children will be escorted to their classrooms.

Whitkirk Primary School Templegate Walk, Leeds, West Yorkshire LS15 0EU

☎ 0113 2606203 ✉ office@wps.rklt.co.uk 📱 WhitkirkPrimarySchool www.whitkirk.org

Headteacher: Miss G Quarmby



Learning Trust Alliance Teacher Training Teaching School Hub

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Company number: 7523507. Registered office: Red Kite office, Pannal Ash Road, Harrogate, North Yorkshire HG2 9PH



After School Club

Reception, Year 1 & Year 2:

- Children will be collected from their classroom by a member of wraparound staff or escorted by their teaching assistant.

Years 3–6:

- Children walk independently to the Wraparound room to be registered.
- A register is taken and cross-checked with classroom registers and the school office if a child is not accounted for.
- Parents collecting their child from another school-based club must inform wraparound staff or the school office.

4. Daily Routine

From September 2025, Wraparound will operate across two rooms:

- Early Explorers Room: Nursery, Reception, and Year 1
- Big Horizons Room: Year 2 to Year 6

Morning Session

- Breakfast will be set up in both rooms for children to have upon arrival.
- Quiet, engaging activities will be organised throughout the morning session.
- 8:15am – Tidy up time.
- 8:30am – Story time or circle time, creating a calm and positive start to the school day.

Afternoon Session

- 3:15pm – Circle time (discussions such as “What has been your favourite part of the day?”, Picture News, Fact of the Day, and calm games like “I went to the shop and I bought...”)
- 3:35pm – Children wash their hands.
- 3:40pm – Snack is served in the Small Hall.
- 4:00pm – Outdoor playtime.
- 4:30pm – Children return to their respective Wraparound rooms.
- 5:20pm – Tidy up time.
- 5:30pm – All children return to the main Wraparound room for a wind-down session featuring Newsround, Planet Earth, stories, etc.

5. Behaviour Expectations

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Children attending WPS Wraparound are expected to:

- Use socially acceptable behaviour.
- Respect others and embrace diversity of race, gender, ability, age and religion.
- Engage with a variety of activities.
- Ask for help when needed.
- Enjoy their time in the club.

Promoting Positive Behaviour:

- Staff act as positive role models.
- Praise and encouragement are used consistently.
- Parents are informed of individual achievements.

Managing Inappropriate Behaviour:

- Inappropriate behaviour is addressed in line with the school's Behaviour Policy (available on the school website).
- Persistent inappropriate behaviour may result in a place being withdrawn, following consultation with parents and the senior leadership team. This process will be clearly explained to the child and their parent/carer.

6. First Aid and Medical

- All accidents are recorded in the school accident book and reported to parents upon collection.
- Accident reports include: time, date, nature of injury, child's name, action taken, and staff involved.
- Qualified first aiders handle all incidents.
- Parents will be contacted immediately if a child becomes unwell.
- If a child is sent home during school hours, Wraparound staff will be notified.

7. Staffing and Ratios

- Staffing levels are appropriate to the number, age, and needs of the children.
- A minimum of two staff members are present at all times.

8. Missing or Uncollected Children

Missing Children

If a child is missing:

- Senior school staff will be informed.
- The Club supervisor will search the building; another staff member will search the grounds.

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- If the child is not found promptly, parents and emergency services will be contacted.

Uncollected Children

- If a child is not collected by 5:50pm, parents/carers will be contacted.
- If no contact is made within 1 hour, the police and Social Services will be informed.
- A late collection fee applies from 18:00, please refer to our Terms and Conditions.
- This charge will be added to the child's Arbor account.

9. Payment of Fees

- All fees must be paid in advance for booked sessions via Arbor or using childcare vouchers.
- Invoices will be issued half-termly, providing a clear breakdown of booked sessions and charges.
- Payments should be made promptly by the due date on the invoice to secure your child's place.
- If you are experiencing financial difficulties, please contact the school office at the earliest opportunity. All discussions will be handled confidentially and sensitively.

10. Related Policies

This policy works in conjunction with the following whole school policies:

- Safeguarding and Child Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Behaviour Policy

Reviewed Date: January 2025 **Next Review Date:** January 2027

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