

# Barford St. Peter's C.E. (V.A.) Primary School

Together we love; together we learn



## Barford Bright Stars Wraparound Care Policy

Date adopted: 24<sup>th</sup> February 2026

Review date: 23<sup>rd</sup> February 2027

## **Mission statement**

Barford St. Peter's C.E. Primary School provides before and after school care through 'Barford Bright Stars'. The aim of the provision is to:

- Provide a happy, safe, warm and stimulating environment for children of families who require childcare outside of school hours;
- Help children to take responsibility for themselves and their actions so that they develop into competent, confident and co-operative individuals;
- Encourage children to have a positive attitude towards themselves and others, and to respect themselves and other people;
- Promote positive relationships with parents and carers, working in partnership with them to provide high quality play and care for their children.
- Ensure that children develop healthy eating habits for life.

Our club is committed to meeting the needs of all by:

- Listening and responding to the views of all;
- Keeping parents and carers informed of policies and procedure;
- Sharing and discussing children's achievements, experiences and any issues which may arise.

Our club is committed to providing:

- A team of experienced and caring staff, with appropriate qualifications
- Care and activities that put the safety and needs of the children first;
- Activities that are interesting, stimulating and fun;
- A safe environment where all children are treated in a fair and consistent manner.

## **Activities**

During all sessions there are a variety of activities available to all children, these include crafts, games, books, sensory play, role play and a variety of age-appropriate toys. Children are welcome to complete their homework during club if this has been arranged between the staff and parents. They can be supported by staff if necessary.

## **Allocation of places**

Places to attend Barford Bright Stars are allocated on a first come first served basis when sessions 'go live' at the end of each half term. To secure a place for each session required, parents should book as soon as possible. Barford Bright stars operates a waiting list. Mrs Bunn will manage the waiting list and parents can request places via email.

## **Staffing**

Bright Stars is staffed by an experienced and committed team of play workers, all of whom work within school during the school day as members of the support staff team. All play-workers are trained in first aid, safeguarding and food hygiene.

The ratios for children in EYFS is 1:8. All other children are on a 1:15 ratio.

Barford Bright Stars does accept work experience placements provided students have completed an induction process with the head teacher and signed a confidentiality policy. Work experience students should never be left alone with children.

## **Manager**

Mrs Michelle Bunn – Wraparound manager, designated safeguarding lead and paediatric first aider

## **Play workers**

Mrs Karen Austin  
Mrs Danielle Cookes  
Miss Juliette Dubrava  
Mrs Tracey Moore  
Miss Harjit Sanghera  
Miss Gillian Wake

## **Operating hours**

Bright Stars operates during at the following times (term time only and excluding inset days)

Breakfast Club – 7.30-8.30am  
Afterschool session 1 – Craft club, Cookery club – 3.15-4.15pm  
Afterschool session 2 – 4.15pm – 5.30pm.

## **Fees and payment methods**

Fees are payable in advance each half term by using the Barford Bright Stars booking site. Parents will receive an email confirming the amount payable at the start of each half term, and we ask that payment is made within one week of receipt of this notification.

If parents are paying fees using childcare vouchers and tax-free childcare, they are required to email Mrs Bunn to notify her of the amount paid each time. The payment of the voucher will be deducted from individual ParentPay balances once received. Once the payment has been received a credit will be added to the parents' online account.

Charges are £7.00 per session, payable half-termly in advance. Providing there is space in the club, we are also happy to accommodate bookings for ad hoc sessions at a rate of £7.50 per session. Ad hoc sessions must be booked by 12.30pm on the day required. Please note

that such places only become a firm offer when parents have been contacted by a member of the Bright Stars team to confirm that there is an available space.

Parents should email Mrs Bunn if their child is not attending a booked session by 3pm on the day. If we have not had any notification a member of staff will speak to the child's class teacher to find out if the child has been collected.

If a child attends club when the parent has not booked a place, the following procedure will be followed:

- 1. The parent will be contacted immediately and advised that the child is not booked in.*
- 2. The session will be added and charged to the parent.*
- 3. Repeat instances will result in the parent being told that they can no longer use the Wraparound service and children not collected from school at 3.15pm will be escalated to the school Designated Safeguarding Lead.*

Bookings must be made for the whole session, but children can be collected at any time during the session.

### **Collections**

Children will only be allowed to leave with a parent or other authorised person. If parents require someone different to collect their child they must inform Mrs Bunn by email with the details of the person collecting and their relationship to the child. We also recommend using a password.

### **Late collection charges**

If a parent or carer is late for a 4.15pm collection by more than five minutes, they will be charged for the 4.15-5.30pm session.

If a parent or carer is late for a 5.30pm collection, they will be charged a late collection fee of £10.00, plus £5.00 for every 15 minutes per child.

### **Late payment of fees**

In cases where the fees are persistently paid late, the club manager will discuss the matter with the parent/carer. If fees continue to be unpaid or late, the club reserves the right to withdraw the child's place. If parents are experiencing financial difficulties, they should speak in confidence to the club manager.

### **Contacting Bright Stars**

Contact details for Bright Stars during the school day can be via email to Mrs Bunn at [bunn.m@welearn365.com](mailto:bunn.m@welearn365.com). Emails will be checked throughout the day.

During club hours, you may call 01926 290495. Please note that this number is not available during the school day.

## **Cancellations**

If a child is not going to be attending their afternoon booked session/s for any reason, parents MUST notify the club by email by 3.00pm on that day. Any missed sessions are chargeable, and no refunds offered. If a parent wishes to cancel their child's place, they must give one month's notice in writing

## **Record Keeping**

All information related to each child is stored on secure booking site. Parents must complete all relevant information when signing up to club. It is the responsibility of parents/carers to notify Michelle Bunn immediately of any change of contact details. Details of any medical or dietary needs and allergies are held on the online booking site which provides the daily registers. We also hold a medical and dietary folder.

## **Wraparound care facility cancellation**

In certain circumstances (e.g. extreme weather conditions or Trade Union Ballot Strikes) the school reserves the right to cancel its Wraparound Care provision at short notice. The school will then reimburse parents/carers if they have already paid their fees or deduct the amount from their next invoice. Barford Bright Stars will reimburse parents for any sessions that have been booked by applying the credit to your account.

In special circumstances, the school also reserves the right to cancel its Wraparound care and will give parents/carers advance notice of at least four weeks. It may also be required to suspend wraparound care at short notice where the school is instructed to follow National Lockdown guidance.

## **Health and Safety**

Wraparound Care staff are responsible for taking all reasonable steps to ensure that the service offers a safe and healthy environment and will at all times act in accordance with the school Health and Safety policy.

## **Administering Medication**

In line with the school medicines policy, staff may administer medication if a medication form has been completed. Mrs Bunn will administer the medication along with another member of staff, this will then be recorded on Meditracker and a notification sent to parents. If required, medication can be stored in the fridge. All other medication will be stored in a locked draw in Bright Stars. Any inhalers and EpiPens are stored in the child's classroom.

## **Food**

Children are provided with a healthy snack of fruit when they first arrive in club. During the second session of club the children are provided with a light healthy tea. This will be available to see on the website. All food is prepared by club staff who have food hygiene training.

Children are not permitted to bring any food or drinks in to club. Bright Stars will provide all food and drinks. All dietary requirements are catered for. Please see the school food and nutrition policy for further details.

### **Fire Drill**

The procedure for a fire drill during club hours is displayed within Bright Stars.

### **Behaviour**

Staff will at all times treat children with fairness, courtesy and respect, and have the right to expect similar standards of behaviour from all children.

Behaviour will be treated in line with the school's behaviour policy, copies of which can be obtained in school or via the website.

Parents will be informed of any unacceptable behaviour in Wraparound Care. Incidences of bullying or racism will be logged and reported to the Manager and Headteacher.

*Club staff would report any behaviour concerns with parents at the end of the session. If behaviour persists parents would be invited to attend a meeting with Mrs Bunn and discuss how we can support the child. If negative behaviour continues, parents would be invited to a meeting with Mrs Bunn and the headteacher.*

### **Equal Opportunities**

All Wraparound Care staff are committed to providing services that cater for the needs of all children, and adhere to the School's Equal Opportunities policy at all times.

### **SEND children**

Wraparound Care will support children with special needs, where this can be accomplished within Wraparound Care staff ratios and premises.

We will also arrange visits to Wraparound Care prior to the child starting if required.

All staff are SEND trained, and work in accordance with the School's SEND Inclusion Policy.

If additional staff members are required to meet specific special needs, provision will be subject to securing additional funding.

### **First Aid and Accidents**

Our Wraparound Care Manager, Michelle Bunn, is a qualified paediatric first aider and as such will deal with any accidents if they should arise. All staff are also first aid trained.

Accidents are recorded on Meditracker and parents are sent an email notification and also informed at collection.

Should the need arise for emergency services to be called, parents will be contacted immediately.

Records will be kept of any children registered with Wraparound Care who suffer from asthma, epilepsy or any other form of illness/disability and will be easily accessible to all staff.

### **Illness**

If a child presents with any illness while in club, parents would be contacted to collect them as soon as possible. The child would be taken to an area away from the other children with a member of staff present at all times.

### **Safeguarding**

All Wraparound care staff are DBS checked and receive regular up-to-date training in Safeguarding. Acting in accordance with the School's Safeguarding Policy, they will at all times act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

### **Linked Policies**

This policy should be read in conjunction with the following policies, all of which are available from the school website or the school office:

- Anti-bullying
- Behaviour and Relationships
- Collection from School
- Data Protection
- Disability Accessibility
- Equality
- Food and Nutrition
- Health and Safety
- Medical
- Mental Health and Emotional Wellbeing
- Safeguarding and Child Protection
- SEND Inclusion
- Suspensions