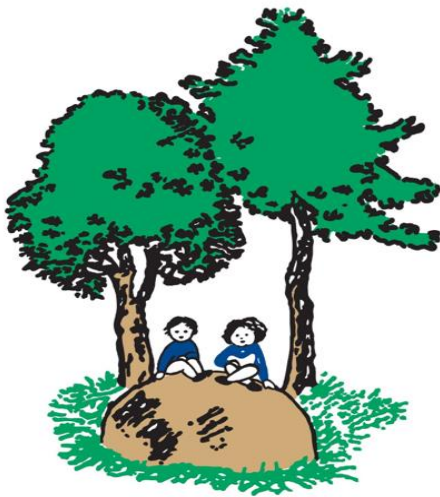


Lawley Primary School and Nursery Wraparound Care Policy



Lawley Primary School
and Nursery

Discovery unites us!

Planting the seeds, growing the future

Introduced: September 2025

Reviewed: September 2025

To be reviewed: September 2026

Lawley School Vision - Planting the Seeds, Growing the Future - is based on the two key principles of: Encouraging better learners and developing lifelong learners.

Values

We are clear about the values that we wish to emphasise in our school. These have been adopted as a result of a consultation, which involved a wide range of stakeholders, including pupils. The whole process produced lists of values that are not dependent on race, culture, class or religion. From the extensive lists produced, five core values were chosen these are: happiness, respect, courage, friendship and responsibility.

Our Mission statement: talks of providing an environment in which **every child** is cared for spiritually, morally, socially, culturally, intellectually and physically, allowing **everyone** to be the best that they can be! We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum, and have high expectations of all our children.

Introduction

Breakfast and Afterschool Club is open to all children who attend Lawley Primary School and Nursery.

The Headteacher, or Assistant Headteachers in her absence, is obliged to ensure there are satisfactory levels of supervision throughout the Clubs. The Clubs works on a ratio of 1:20 with 4 members of full-time staff for Breakfast Club and 3 for Afterschool Club. Additional members of staff are available to cover sickness should it arise.

The School Attendance and Communication Officer and School Business Manager (SBM) in her absence are responsible for the management, training and welfare of the Breakfast Club and Afterschool Club staff at the school.

The school is currently part of a Government pilot scheme to offer free Breakfast Club sessions to all children.

Timings

The standard Breakfast Club runs between 7.45am and 8.45am.

Nursery Breakfast Club runs between 8am and 9am

Free Breakfast Club runs between 8.15am and 8.45am.

Afterschool Club runs between 3.15pm – 6pm.

Nursery Afterschool Club runs between 3pm – 6pm.

Bookings, Payments and Cancellations

All clubs must be booked in advance via ParentPay and payments made, where applicable. Children not booked into sessions may be turned away. Calls will be made to parents if a child arrives at Afterschool Club without a place being booked.

Breakfast Club (nursery, standard and free) can be booked, or cancelled, up to 3pm the day before required session.

Afterschool Club can be booked, or cancelled, up to 12pm the day of the required session.

Standard Breakfast Club - £1.50 per session (this fee will remain whilst the school is part of the pilot scheme for free Breakfast Club places).

Nursery Breakfast Club – £5 per session.

Afterschool Club - £9 per session, £6 per sibling/after a school club. Please note that the oldest child will always be charged at the higher price.

Nursery Afterschool Club - £5 per hour, or part thereof.

Drop off and Collection Procedure

Children attending the standard Breakfast Club **must** be brought by an adult to the main school door where a member of staff will register them and welcome them into the session. Doors open at 7.45am and will close at 8.15am. Nursery children should be taken to the nursery gates where a member of staff will greet them.

Children attending the free Breakfast Club must be brought by an adult to the main playground gates where a member of staff will direct them into the building. The gates will open at 8.15am and close at 8.30am.

Any child arriving after 8.30am will remain under the supervision of their parent/carer until the school gates open at 8.45am.

Children can be collected from Afterschool Club any time between the start of the session and before the club closes at 6pm by parents/carers or a designated adult. If you would like older siblings to collect children from Afterschool Club, this must be put in writing to Lawley.primary@taw.org.uk

No child will be allowed to walk home alone from Afterschool Club.

Late Collection

In situations of late collection of child/ren the following procedure will apply, if no contact has been made by parents/carers:

At 6.05pm we will attempt to make contact, using the numbers held on the child's school record, including emergency contact numbers. Messages will be left where possible asking for contact to be made. Further attempts will continue to be made.

At 6.15pm, if no contact has been made, Family Connect (Telford and Wrekin's Child Services) will be contacted to make further arrangements.

Late Collection Fee

If a child is collected after 6pm a late collection fee of £5 per 5 minutes or part thereof will be incurred. If you know that you are going to be late, please contact the office and let them know if you have arranged for someone else to collect your child.

Children with Special Education Needs

In line with Lawley Primary School's Equality Policy, we are dedicated to enabling all children to participate as fully as possible in every aspect of school life. This includes fostering each child's self-confidence, recognising their individual strengths, and supporting them in achieving their full potential.

We will take all reasonable and necessary steps to meet the diverse needs of our pupils. This will be achieved through the use of varied approaches and the implementation of appropriate planning and reasonable adjustments, ensuring that all children can engage meaningfully in school activities.

We are committed to making reasonable adjustments to ensure that both the Breakfast and Afterschool Club environments, and the activities within them, are accessible, inclusive, and welcoming to all children.

Behaviour

Lawley Primary School believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. Our Breakfast and Afterschool Club staff recognise the need for an ordered environment within the club in which children and adults develop self-discipline, self-esteem and mutual respect.

To promote positive behaviour, we use the same incentive systems as the main school, including sticker rewards. We reinforce the school rules and make it clear to children that we trust them to try their best and behave responsibly.

If behavioural concerns arise, they will be addressed in accordance with the school's behaviour policy. The Senior Leadership Team will be informed, and parents will be notified of any incidents that occur during club hours. In rare cases where behaviour does not improve, a child's place at the club may be reviewed and could be withdrawn.

We ask all parents and carers to actively support our efforts by ensuring children do not bring any items onto school premises that could pose a risk to themselves or others.

Headteacher Statement

The Headteacher of Lawley Primary has agreed the Wraparound Care Policy. This is in line with the curriculum aims recommended by the LA, which were adapted and adopted by the Governors of this school.

Headteacher: Carol McQuiggin

Date: 26.01.26

(Review date – September 2026)