



Wraparound Care Policy

Date ratified

02/10/2025

Next review

October 2026

Signed by Chair of Governors

KE Maynard

Wraparound Provision

Wraparound refers to both Breakfast Club and Bright Sparks After School Club.

Policies and Procedures

Wraparound provision adheres to the policies and procedures of Sutton Park Primary School and Central Region Schools Trust.

Behaviour

Our Wraparound provision operates under the same ethos at Sutton Park Primary School and children attending are expected to reflect this standard of behaviour.

Children unable to adhere to this high standard of behaviour may be refused a place at Bright Sparks.

Payment Terms

You will be invoiced weekly in arrears every Monday. Payment will then be due by Friday. Should invoices not be paid on time, access to Wraparound provision will be suspended until the balance has been cleared in full.

Parents/carers experiencing financial hardship are encouraged to contact the school to discuss support that may be available.

Breakfast Club

Session times

Breakfast Club operates Monday-Friday (excluding TED days and holidays). The provision opens at 07:35am and the last entrance to Breakfast Club is at 08:15am. Pupils who attend Breakfast Club will be escorted to their classes at 08:30am ready for the school day.

Booking

There is no need to pre-book a space for Breakfast Club. Parents/carers can arrive at the club (located in the hall) and will need to sign their child/children in.

Cost

The cost of Breakfast Club is £4.00 per day. This cost includes a drink and a breakfast item of the pupil's choice.

Bright Sparks After School Club

Session times and cost

Sessions start from 3:00pm for children in Nursery, and 3:15pm for all other pupils. Pupils are collected from their classroom and taken to the club.

Bright Sparks After School Club operates Monday-Friday (excluding TED days and holidays).

There are two sessions available:

- 3:15pm to 4:15pm - £4.50 (includes light refreshments)
- 3:15pm to 5:30pm - £7.50 (includes light refreshments and dinner)

If your child opts to attend an extra-curricular school club, or is invited to attend a tutoring session, they are able to join Bright Sparks After School Club from 4:15pm until 5:30pm. The cost of this is £3.00.

Contact Details

Should you need to contact Bright Sparks after school hours, please call 07526 487114.

Bookings

Bookings are made via the School Office (01562 67742 / office@suttonpark.crst.org.uk). Spaces are limited and are allocated on a first come, first serve basis. Booking in advance where possible is advised.

Long term/repeat bookings can be made via the School Office.

Ad-hoc bookings can be made at short notice; however, we cannot always accommodate bookings at short notice due to spaces being limited.

Cancellations

Cancellations must be made **at least one day in advance of the booking**. To cancel a booking, please contact the School Office via telephone or email.

If a cancellation is made less than one day in advance, or if you do not notify us when the space is no longer required, the booking will still be charged.

If your child is absent due to sickness, their space will automatically be cancelled for the period of their absence and you will not be charged for this.

Late fee

A late fee of £10.00 for every 15 minutes after 5:30pm will be charged.

Non-collection where contact cannot be made

In cases of extreme lateness (after 30 minutes) if your child has not been collected and we cannot contact you, we reserve the right to inform Social Services.

By using our Wraparound Care provision, you agree to the terms and conditions stated within this policy.