

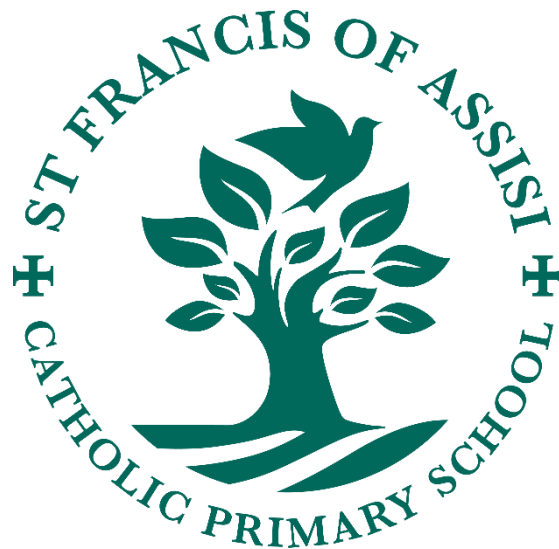


Wrap Around Care Policy

St Francis of Assisi Primary School

Morning Larks – Before School

Evening Owls – After School



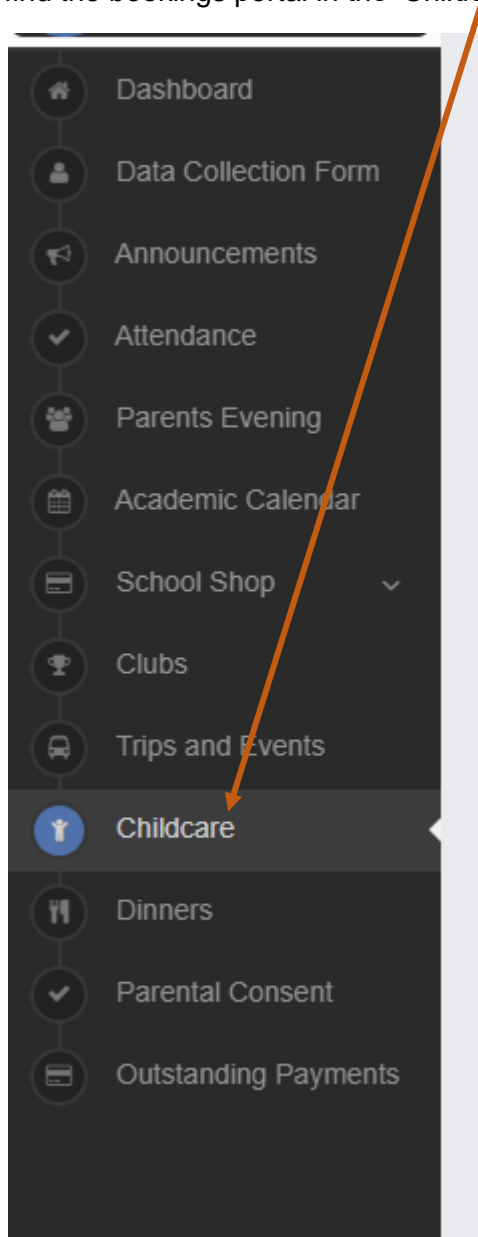
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| Written by: | SFOA | Date: DECEMBER 2025 |
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| Approved by: | GEMMA OTTER | Date: DECEMBER 2025 |
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| Next review due by: | DECEMBER 2026 |
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At St Francis of Assisi Primary School, we offer a Wrap Around Care service for our children from Reception – Year 6. If your child is in Acorn class, please see the Preschool section of this policy.

Parents/carers who require childcare outside of school hours must have pre-booked on the My Child At School (MCAS) App. You can find the bookings portal in the 'Childcare' section of your MCAS app:




Our Wrap Around Care service has limited spaces and are available on a first-come first-served basis. ALL sessions must be pre-booked. Parents and carers will be able to view the booking system, which will look like the image below. Parents and carers should click on the day and select the session required; payment is required at the time of booking.

A screenshot of the booking system interface. It features a navigation bar at the top with a left arrow and the text 'Previous' on the left, and a right arrow and the text 'Next' on the right. Below the navigation bar is a table with columns for 'Week Beginning', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. The first row shows the dates '08/07' and '15/07' in the 'Week Beginning' column. The second row shows 'YES' in green for Monday, Tuesday, and Wednesday, and grey for Thursday and Friday. The third row shows blue for all days from Monday to Friday.

| Week Beginning | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|--------|---------|-----------|----------|--------|
| 08/07 | YES | YES | YES | | |
| 15/07 | | | | | |

Morning Larks

Our early morning Wrap Around Care service is known as Morning Larks. Children have the opportunity to join in with quiet, sociable games and activities in preparation for their day ahead in school and all children are offered breakfast when they attend.

| | |
|---|-----------------|
| Morning Larks  | 7.30am - 8.30am |
| BOOKING DEADLINE: 24 HOURS IN ADVANCE | |

Arrival

Parents/carers should escort children to the Wrap Around Care doors. Parents/carers should ring the doorbell and wait for a member of SFOA staff to arrive. Children will be signed in at this point.

Breakfast

Breakfast is available for all children, which includes a variety of cereals, fresh fruit, juices and milk. Children are asked on arrival if they would like breakfast, with the last breakfast being served at 8.20am. The children will be taught and encouraged to prepare their own breakfasts, where possible.

Activities and moving to class

Children in Early Years will be taken to their classroom by SFOA staff at 8.30am. All other children are encouraged to develop their independence skills by moving calmly through the school to their classrooms.

Charges for Morning Larks:

| Morning Larks | Price per child | Sibling price, per child | Children of staff* |
|---------------|-----------------|--------------------------|--------------------|
| | £6 | £4 | £4 |

*contracted to start work at 8.30am.

Payment must be made at the time of booking to secure your child's place. Bookings must be made at least 24 hours in advance. In some circumstances, we understand emergencies can occur and families may require support. Parents and carers should contact the office by telephone (01234 352062) to make a request for childcare once the deadline has passed. The Operations Coordinator in conjunction with the Administration Team and Leadership Team will make the decision as to whether late requests can be accommodated.

Please note that all bookings are subject to availability and will be on a first-come-first-served basis. This is to ensure we are able to maintain staffing ratios and a safe environment for both children and staff.

No bookings made

We are a welcoming and supportive community who wish to serve our families with Wrap Around Care Services for a small charge; we do not offer free childcare or babysitting.

If you have not booked a place for your child in advance via your MCAS app, entry to Morning Larks will be refused and parents/carers will need to wait with their children until the classroom doors open at 8.30am.

Parents/carers should not leave children unaccompanied before 8.30am for their own safety.


If this occurs, SFOA will follow safeguarding procedures, including arranging meetings with families, to understand situations better and to see if the school can better support families. If we continue to see


patterns of bookings not being made, SFOA will have no other option but to involve external agencies in line with safeguarding procedures.

Evening Owls

Children should be collected promptly at the end of the school day at 3.15pm. All families are provided with support **free of charge** up until 3.30pm before the classroom doors are closed. At this time, children are taken to Evening Owls to be registered.

Evening Owls will provide a calm environment for children to relax after their day of learning. A variety of activities will be available for the children to choose from, and will be planned on a rota basis in accordance with their needs.

| | | |
|---|---|--------------|
| Evening Owls  | Session 1 (Childcare only) | 3.30pm – 4pm |
| | Session 2 (Childcare and refreshments) | 3.30pm – 6pm |
| BOOKING DEADLINE: 24 HOURS IN ADVANCE | | |

| | | |
|--|-----------|-------------------|
| Evening Owls Activity Schedule  | Monday | Arts and Crafts |
| | Tuesday | Computing and ICT |
| | Wednesday | Sports |
| | Thursday | Cookery |
| | Friday | Board Games |

As well as the activities above, children will always be able to enjoy mindful colouring and puzzles.

Refreshments

A light snack will be available for those attending Session 2 in Evening Owls. Please note that this is a light snack only and refreshments are not intended to be a meal replacement. Refreshments are to be booked as part of the bookings process. Children will self-serve and have unlimited access to fruit squash and water throughout the session. Please note that if sessions are not booked in advance, children may not be given a choice of snack and will be provided with what is available due to stock levels.

Collection

Collection should be prompt and should not be any later than the session parents/carers have booked. Only parents/carers and/or nominated adults will be allowed to collect children - please ring the doorbell at the Wrap Around Care doors and a member of SFOA staff will meet you, children will only be released to a known adult.

We understand that *very occasionally* parents/carers may be later collecting their children than the session booked. Persistent late collections may result in the SFOA Leadership Team meeting with parents/carers to understand situations better and to see if the school can support families. Later collections than those parents have booked via MCAS will incur further charges.

Charges for Evening Owls are as follows:

| Evening Owls | Time | Price per child | Sibling price, per child | Children of staff* |
|--------------|--|-----------------|--------------------------|--------------------|
| Session 1 | 3.30pm – 4pm (Childcare only) | £4 | £3 | £3 |
| Session 2 | 3.30pm – 6pm (Childcare and refreshments) | £10 | £7.50 | £7.50 |

*contracted to work after 3.30pm

Payment must be made at the time of booking to secure your child’s place. We understand that *very occasionally* unforeseen circumstances may occur and we would hope to be able to support families. In this situation, parents should call the school office on 01234 352062 to see if we can help. This would be at the discretion of the Operations Coordinator in conjunction with the SFOA Administration Team and Leadership Team; email requests will not be accommodated. In the event of unforeseen circumstances and should we be able to provide childcare services to a family, SFOA staff will update MCAS and payment should be made at the time of the telephone call. If this is not possible, payment should be made within 24 hours of the booking.

Please note that all bookings are subject to availability and will be on a first-come first-served basis to ensure we are able to maintain staffing ratios and a safe environment for both children and staff.

No bookings made

We are a welcoming and supportive community who wish to serve our families with Wrap Around Care Services for a small charge; we do not offer free childcare or babysitting. In the event that bookings are not made for Wrap Around Care, the below procedure will be applied:

1st time

Children who are not collected from school and have not been booked into Evening Owls will be asked to sit outside the school office until a member of SFOA staff can contact a parent or carer. Once staff have spoken with a parent or carer, staff will support the family by allowing the child to attend Evening Owls. Parents and carers will be supported to access MCAS to make the relevant payment and eliminate any barriers to parents/carers making bookings moving forward.

2nd time

Children who are not collected from school and have not been booked into Evening Owls on the second occasion will be asked to sit outside the school office. In this situation, children will not be able to access Evening Owls activities but will be provided with a light snack if they are still in school for Session 2. Children will be asked to read a book during this time. A member of SFOA will contact parents/carers by telephone to explain the situation and will wait for a parent/carers to arrive on site for this to be discussed. Parents and carers will be supported to access MCAS to make the relevant payment, and an informal meeting will be arranged to discuss how we can support families.

3rd time

Children who are not collected from school and have not been booked into Evening Owls for the third time will be asked to sit outside the school office. SFOA will not be able to provide any of the Evening Owls provision to children. Children will be asked to read a book during this time. A member of staff will contact a parent/carers by telephone to explain the situation and will wait for a parent/carers to arrive on site for this to be discussed. Parents and carers will be supported to access MCAS to make the relevant payment, and a meeting will need to be arranged with a formal plan created and signed by both parents/carers and SFOA representatives.

If we continue to see patterns of bookings not being made, SFOA will have no other option but to involve external agencies in line with safeguarding procedures.

Late collections from Evening Owls

Evening Owls provides after school care for parents and carers **until 6pm**. We can provide flexibility on pick up times **up to this time**. Evening Owls closes promptly at 6pm which is when all children should be collected by. Children **MUST** be collected before 6pm. This means that parents and carers should arrive at school no later than 5.55pm. The school building is locked at 6pm prompt.

In all cases, if we have been unable to get hold of a parent or carer by 6pm, we will have no other option but to contact Children's Services and Bedfordshire Police. Every effort will be made not to take this step; however, we expect parents and carers to engage with the school and collect their child/ren on time. Please be advised that persistent late collections may result in us liaising with external agencies.

In this case, please see below the late collection fee/s that will apply:

| Collection time | Late charge fee in addition to the Evening Owls charge, per child. |
|-----------------|--|
| 6pm – 6.15pm | £10 |
| After 6.15pm | £20 |

Ages of children

Morning Larks and Evening Owls accepts children of school age (4 years and in our Reception Class) up to 11 years (in Year 6).

Acorn Pre-school

Due to legalities around staffing, we do not offer Wrap Around Care to our Acorn class. Children should be collected promptly at the end of their session at either 11:30am or 3:30pm. The gates are open for collection from 11:15am and 3:15pm. If your child is not collected on time, a charge will apply.

Responsibilities

This document sets out the responsibilities of all those concerned with organising and taking part in our Wrap Around Care Services.

The responsibilities of the staff working in the SFOA Wrap Around Care service are to:

- Ensure that the children are appropriately supervised throughout the period of their attendance.
- Record attendance accurately.
- Promote acceptable behaviour by children by their own example.
- Ensure the health and safety of children attending.
- Promote the children's spiritual and religious wishes through the provision.
- Access the SFOA Bromcom MIS for emergency contact information.
- Follow and implement the school Behaviour policy consistently, if required.

The Parent's responsibilities are to:

- Enrol their child/ren by accessing MCAS and making bookings and payments in advance.
- Ensure that their child/ren are collected promptly at the end of the booked session.
- Not to let accounts get into arrears.

The Children's responsibilities are to:

- Behave in the same way that would be expected of them during normal school hours.

The School's responsibilities are to:

- Ensure that a full risk assessment is carried out for all activities.
- Ensure that there is a member of staff present on the school premises during all sessions.
- Ensure that all SFOA Wrap Around Care staff have undergone the necessary checks for suitability to be involved in this provision.

- Ensure that Public Liability insurance is in place to cover the approved activities that are organised during the provision.
- Ensure all children's needs are met (where needs cannot be met without significant additional resources, children may not be able to attend).
- If children are judged to be a danger to themselves and/or others they will not be able to attend.
- Monitor accounts and contact parents to provide financial support and guidance in liaison with the SFOA Leadership Team, OLICAT central teams and other agencies when required.

Accounts

After extensive support from the school as outlined in this policy, if parents and carers do not engage with the procedures and payment is not made for more than one week, we reserve the right to refuse to accept your child into our Wrap Around Care Service. If this is the case, you will be contacted and informed of this in writing by SFOA staff. Our aim is to be able to provide Wrap Around Care to all families and to eliminate any barriers to access our services. Parents and carers should reach out to the school if they are experiencing any financial difficulty, to allow the school to provide appropriate help and support.

Cancellations

If children are absent from school due to illness, staff will amend bookings on behalf of parents/carers, and accounts will be credited. However, if bookings are made and students do not attend for any other reason, full charges will apply as we will have planned staffing, resources and refreshments.

Medication

If your child normally requires medication, please make sure that the school office are aware in advance – they will liaise with Wrap Around Care staff. If your child has been prescribed short-term medication, we must receive a completed medicine form; without this we will not be able to administer any medicine. Any medication should be given directly SFOA staff who will place it with the First Aid box for supervised use as necessary.

Child Protection

We have a duty to protect children in our care and follow the school's Child Protection Policy at all times.

All staff have access to our safeguarding platform (CPOMS) and are aware of the procedures to report any disclosures from children or any concerns in relation to safeguarding. If a young person was to disclose any sensitive information, staff will record this information on CPOMS to inform the Headteacher and/or Designated Safeguarding Leads.

If the concern is urgent or there is an immediate risk to the child, the Wrap Around Care staff must call the Headteacher/Designated Safeguarding Lead or a member of the Safeguarding Team. If neither are available, then contact should be made to our Safeguarding Governor, Integrated Front Door (previously MASH) or the police to make a referral.

Contact Details:

Integrated Front Door (IFD)

Tel: 01234 718700 (during office hours)

Tel: 0300 300 8123 (out of hours)

Annual Review

Whilst every effort will be made to maintain a fair and affordable Wrap Around Care provision, the school reserves the right to review fees on an annual basis. SFOA will aim to inform parents of any changes with at least 28 days' notice.

Treatment

If you feel unfairly treated or are unhappy in any way with the care your child receives, then it is important that you communicate this with us so we can help.

We would like to work with you to resolve any concerns and have an open-door policy to encourage a partnership approach. In the first instance, any concerns should be shared with the Operations Coordinator via email: office@sfoa.beds.olicatschools.org

This should be in writing, stating names of any people involved, the relevant dates, the nature of the complaint, as well as what resolution you are looking for.

Should you feel that your complaint has not been appropriately dealt with, your concerns can be escalated to our Senior Leadership Team. Further details of the complaints procedure can be found in the school's complaints policy on our school website: [St Francis of Assisi Catholic Primary School and Preschool - About Us](#)

SFOA contact details

01234 352062

office@sfoa.beds.olicatschools.org