

Wraparound Childcare Policy 2026- 2027



Lovington Church of England Primary School

Lovington
Castle Cary
Somerset
BA7 7PX

01963 240305
office@lovington.ppat365.org



Lovington Church of England Primary School

Lovington, Castle Cary, Somerset, BA7 7PX

Telephone: (01963) 240305

Headteacher: Mrs Meg Small



"To Be The Best We Can Be"

Aims

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils at the beginning and end of the school day.
- To provide children with a relaxing and secure environment at the beginning and end of the school day.

Organisation

- Breakfast Club is open from 8.05 - 8.40a.m Monday - Friday
- Afterschool Childcare is open from 3.30-5.30p.m. Monday-Thursday.
- The club is available for pupils from Reception to Year 6.
- Breakfast club will be held in the hall. Afterschool childcare will be held in the Russet Classroom in the main building.
- A registration form must be completed by parents/carers before attending Wraparound Childcare.

Staffing

- Wraparound Childcare is run by 1 or 2 members of staff.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Wraparound Childcare have current DBS clearance. These records are held in the school office.
- Wraparound Childcare staff follow existing school policies and procedures for Safeguarding, Child Protection, Food Hygiene, Allergy Policy and the Code of Conduct.
- A separate risk assessment has been completed for Wraparound Childcare.
- The schools Fire and Health & Safety Policy is adhered to by Wraparound Childcare.
- Where ICT equipment is used, they also follow the school's Online Safety Policy/Acceptable User Policy and procedures.
- Water is available to children at all times during Afterschool Childcare.
- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the Wraparound Childcare registration form.
- All staff who supervise Wraparound Childcare are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

Sickness/Medication

- All medication administered will follow the existing school policy.
- All medical information provided by parents should be detailed on the Wraparound Childcare registration form.



Lovington Church of England Primary School

Lovington, Castle Cary, Somerset, BA7 7PX

Telephone: (01963) 240305

Headteacher: Mrs Meg Small



"To Be The Best We Can Be"

Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Wraparound Childcare, children will be expected to abide by the School Behaviour Policy.
- We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees (per child)

- Breakfast Club fees are as follows: £3.50 per session.
- After school childcare fees are as follows: £6.00 until 4.30pm or £8.50 for the whole session (5.30pm).
- Fees are payable on invoice via the ParentMail online payment.
- Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.
- A late collection fee will be administered of £5 for every 15 minutes after collection time.

Bookings

- Please submit your booking form to the asc@lovington.ppat365.org email address at least one week prior to your booking requirements.
- In peak booking times places will be allocated on a first come first served basis.
- Short notice bookings (less than 48hrs notice) will be reviewed on a case by case basis.
- Parents/carers must complete the registration form and hand it to the school office before pupils attend Wraparound Childcare.
- Children arriving with no pre-booking are likely to be turned away.
- Should a situation arise where you need your child to attend Wraparound Childcare as an emergency measure then please contact the school office with relevant details.

Cancellation

- Wraparound Childcare bookings and cancellations can be made online by 10am, 7 days in advance by emailing asc@lovington.ppat365.org.
- Refunds for cancellations will be returned to you via your original payment method.
- Cancellations/Amendments cannot be made within 7 days of the date you wish to cancel.

Refunds

- If the school cancels the club, a refund will be offered or the chance to carry payment forward.

Debt Recovery

- Should any debt occur for Wrap Around childcare bookings, a phone call will be made to discuss potential payment options.
- 1 week after this phone call a final letter requesting immediate payment will be sent.
- If debt still remains outstanding, it will be referred to the Head Teacher and/or Governors for consideration and no further bookings for Wrap Around Childcare will be taken until it is resolved.



Lovington Church of England Primary School

Lovington, Castle Cary, Somerset, BA7 7PX

Telephone: (01963) 240305

Headteacher: Mrs Meg Small

"To Be The Best We Can Be"



Contact Details

We recognise that there may be a rare occasion where, due to unforeseen circumstances, a parent/carer may be unable to collect their child on time. Under these circumstances, we ask that parents/carers always contact us on the school office telephone number to estimate their arrival time or to arrange a collection by a different adult.

Please find the registration form attached overleaf.



Lovington Church of England Primary School

Lovington, Castle Cary, Somerset, BA7 7PX
Telephone: (01963) 240305

Headteacher: Mrs Meg Small

"To Be The Best We Can Be"



Wrap Around Childcare Registration Form 2026-2027

Name of Pupil:	
Year Group:	
Date of Birth:	
Address:	
Telephone Numbers:	
Medical Conditions:	
Allergies:	
Dietary Requirements:	
I have read and agree to abide by the terms of the Lovington C of E Primary School Wrap Around Childcare Policy and will keep the Wrap Around Childcare team informed of any changes to my child's registration details provided above. Parent Name: Parent Signature:..... Date:	