

TKS Wraparound Care Policy

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1. Aims

The King's School Wraparound Care service provides a safe, caring and supervised environment for children before and after the school day, rooted in and reflecting the Christian ethos and values of the school.

Our Wraparound Care provision is designed to support families by providing high-quality supervision and engaging activities outside of normal school hours. We seek to create a welcoming and nurturing environment where children are valued as individuals, encouraged to build positive relationships, and experience the kindness, respect and care that are central to the life of The King's School.

By booking a place for your child, parents/carers agree to comply with these Terms and Conditions.

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2. Legislation and Guidance

This policy meets the ISA recommendations for Wraparound provision. It is not bound by the Government's policies around Wraparound care but aims to meet the advice as much as possible within the independent school setting.

3. Roles and Responsibilities

4. Sessions and Times

Morning Club

- Open from 7.30am until the start of the school day.
- The morning club is held in the Newland Hall unless it is unavailable, in which case the school will provide an alternative hall or classroom. Access to the hall is via the side entrance to the hall.

After School Club

- Operates from the end of the school day until 4.30pm or 5.30pm.
- The Wrap Around Care Practitioners collect pupils from their classroom/form room at the end of the school day.
- The after school club will be held in Room 33 or 34 in the Secondary building.
- Children will be collected from the main Reception at 4.30pm or 5.30pm.

* Children must be collected promptly by the end of the session.

5. Booking and Payment

- All sessions must be booked in advance through each child's My Child At School account
- Payment is required in accordance with the school's published fee schedule.
- Bookings are subject to availability and there is a waiting list available where the club is full.
- Bookings should be made for a full half term.
- Ad hoc sessions may be booked where spaces are available, no more than seven days in advance, by emailing the Wraparound Care Practitioners. They will advise on payment.
- Bookings can be made up to an hour before the club by emailing the Wrap Around Care Practitioners.
- School staff can find a register for the club each day using the Wraparound Care module on Bromcom but pupils will be collected from their teacher at the end of the day.
- Places are allocated on a first-come, first-served basis.

6. Cancellations and Absences

- Cancellations for the full half term made more than 7 calendar days before the first session may be eligible for a refund or credit, at the discretion of the school.
- Sessions cancelled after this time or partial cancellation of sessions will normally be charged in full.
- No refunds will be issued for non-attendance.
- If a child is absent from school due to illness, an appointment, or any other reason, charges for any pre-booked Wraparound Care sessions will still apply, as staffing levels and resources are arranged in advance based on bookings received.

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7. Collection Arrangements

Children who are not collected from school by 3.45pm (Primary) or 3.50pm (for those in Year 6 to 8 who are waiting to be collected) will be automatically taken to the Wraparound Club until the collection points of 4.30 and 5.30pm, space permitting. Parents will be billed for either the first full hour or two hours.

Parents/carers of children who are booked into the club may collect their child at either 4.30pm or 5.30pm. The set collection times ensure children can enjoy activities and staff can supervise handover of children effectively.

To help staff ensure a smooth and safe handover, parents are asked to notify the school in writing if another authorised adult will be collecting their child. Children will only be released to adults authorised by the parent/carer.

8. Collection Location

Children should be collected from the Main School Reception.

Parents should wait outside Reception until their child is brought out to them by staff.

9. Late Collection

Children must be collected by 5.30pm.

Where a child is collected after the advertised finish time, a late collection charge will apply to cover the cost of maintaining the legally required staffing ratios and the additional time worked by staff members.

The charge will be:

£7.50 per 15 minutes late per family. The collection time will be determined by the clock in the Reception office, which is digitally calibrated with GMT. Parents will be sent an invoice from the Finance Team by email.

Persistent late collection may result in the withdrawal of a child's place within the provision.

10. Food, Drinks and Clothing

No food is provided by the school as part of the Wraparound Care provision. Refilling water bottles will be available.

Parents/carers should provide:

Morning Club

- A named water bottle.

After School Club

- A healthy snack.
- A named water bottle.
- Outdoor clothing and footwear

The school promotes healthy eating and asks that snacks are suitable for a school environment. No nuts or nut products are permitted in the club.

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11. Medical Needs and Emergencies

Parents/carers must inform the school office of:

- Medical conditions.
- Allergies.
- Dietary requirements.
- Changes to emergency contact details.
- SEND needs

Please also copy in wraparound@tkswitney.org.uk.

Any medication required during a session must be supplied in accordance with the school's Medication Policy.

In the event of illness, injury or emergency, school staff will follow the school's normal safeguarding, first aid and emergency procedures.

12. Behaviour Expectations

The school's Behaviour Policy applies throughout Wraparound Care.

Where a child's behaviour places themselves, other children or staff at risk, the school reserves the right to:

- Discuss concerns with parents/carers.
- Implement behaviour support strategies in line with the usual procedures.
- Suspend or withdraw a child's place where necessary.

13. Safeguarding

The King's School is committed to safeguarding and promoting the welfare of children. All staff working within Wraparound Care operate under the school's safeguarding policies and procedures.

14. Communication

During school office hours, parents should email wraparound@tkswitney.org.uk regarding bookings, cancellations and general enquiries.

When the school is closed (school opening hours are 8.30-3.45pm Monday to Friday term time only), parents/carers may contact Wraparound Care staff on:
Wraparound Care Mobile (club times only): 07510 384232

This number should only be used for urgent matters relating to children attending a session that day, including changes to collection arrangements or delays in collection. Text messages are preferable but please identify yourself and your child in the message. Staff need to concentrate on the children in the session so anything not urgent should be sent as an email.

15. Changes to Terms and Conditions

The King's School reserves the right to amend these Terms and Conditions at any time. Parents/carers will be notified of any significant changes.

16. Acceptance

By booking a place within The King's School Wraparound Care provision, parents/carers confirm that they have read, understood and agree to these Terms and Conditions.