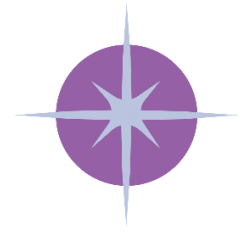




Abbas and Templecombe Church School

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Wraparound Care Policy (Breakfast Club and After Fun)

Version Number	1.1
Author	J. Webb
Published	May 2026
Review Date	Annually
Effective Date	1 st May 2026
Consultation	This Policy has been prepared in line with the latest Somerset and Trust guidance.

Abbas and Templecombe Church School before and after school club is open to all children who attend the primary school. Where a child requires additional adult support, additional costs will be discussed with parents.

Aims

- To provide care for children within the school community which meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The before school ('Breakfast Club') is open Monday to Friday from 8am to 8.45am. The after school club ('After Fun') is open Monday to Friday from 3.30pm to 5.30pm.
- Both clubs are available for children from Reception to Year 6.
- Breakfast Club is located in the kitchen and library area. Parents drop off their children at the main school entrance. After Fun is based in the school hall, library and playground. Children gather in the library area once they are dismissed from their classes at 3.30pm, to enjoy a healthy snack before moving to the school hall or the playground for activities. Parents collect their children from either the top playground gate, the exit door from the school hall or the main school entrance, depending on the weather and time of collection.
- At both clubs, food is provided. Breakfast Club offers a range of cereals, toast, pancakes, crumpets and fresh fruit with water or milk to drink. After Fun snacks include savoury or sweet biscuits and fresh fruits / vegetables and water to drink.

Typical activities at After Fun will include:

- Sports activities and games
- Board games
- Drawing and colouring

We ask that no items are brought in from home as Breakfast Club and After Fun staff will not be responsible for any loss or damage.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at Breakfast Club and After Fun, we expect good behaviour and respect for others. Breakfast Club and After Fun reserve the right to withdraw the service if a child's behaviour is unacceptable either at club or during the school day.

First Aid

Breakfast Club and After Fun have access to first aid and staff hold current First Aid certificates. All accidents will be recorded on our First Aid forms which are emailed to parents each day. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible.

Safeguarding

Staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in Abbas and Templecombe Church School's Safeguarding Policy.

Booking

Parents use the Arbor app to book a place for their child(ren) in Breakfast Club and/or After Fun. If it is necessary to make a late booking, parents are asked to phone the school to check availability for the required day.

Fees and Payments

Breakfast Club is charged at £4.00 per child, per session. After Fun is charged at £4.00 per child, per hour (so booking 3.30pm to 5.30pm will cost £8.00). Sibling discounts are not offered.

Payments are made using the Arbor app and all parents are provided login details when their child joins Abbas and Templecombe Church School.

Parents can pay using tax free childcare vouchers. We take vouchers from Kiddivouchers, Edenred, RG childcare and the Government tax free childcare voucher scheme. We are listed as Abbas and Templecombe Church School, BA80HP.

Late Collection from After Fun

Parents will be charged for late collections in order to cover the additional staffing costs. As two staff will need to remain, parents will be charged £18 for every 30 minute block of time. This charge will commence either after 10 minutes for one offs, if a regular pattern of late collection develops this will be charged immediately.

Cancellations and Refunds

If parents need to cancel a session, they can do this in advance on the Arbor app. If the booking for that session has closed, parents should phone the school office to make them aware the child will not be attending so that registers can be updated. If notice is given 48 hours prior to cancellation, parents are credited with the cost of the session(s). If less than 48 hours' notice is provided, no refund is made but sessions can be carried over to another day.

The only causes for the School to cancel Breakfast Club and/or After Fun would be staff illness (we do try to avoid this if at all possible), school closure due to adverse weather conditions or problems with the School building eg. no heating or water supply. In the event of closure, a member of staff will contact parents as soon as possible.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the School's Equal Opportunities policy.

Complaints

All complaints will follow the Trust's Complaints Policy which can be found on the School's website.