



Florence Melly Community Primary School

After-School Wraparound Care Policy

IF YOU CAN DREAM IT, YOU CAN DO IT!



Policy Approval

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Written by:	Aaron Leach (Headteacher)					New or revised policy:	New		
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	✓	✓	✓	✓	✓	✓	✓	✓	✓
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	✓			✓			✓		



After-School Wraparound Care Policy

March 2025

1. Aims

Florence Melly Community Primary School is a very special place; it is a place where everyone feels like they belong! We are a family...the Flo Melly family! We respect, encourage and appreciate each other so that everyone feels valued, included and treated equally. We treat our children like we would our own...with the love and attention they deserve as unique individuals. We create a safe and inclusive environment that allows our pupils and staff to thrive. We create an environment which promotes a genuine love of learning and empowers our children to become independent, lifelong learners. They are the 'jewels in our crown' and we want them to have no limits to what their ambitions are so that they achieve their full potential; academically, socially and emotionally. We encourage them to embody our core values and believe that 'if they can DREAM it, they can do it!'

We have six core values that permeate all aspects of life at Florence Melly Community Primary. These values are deeply embedded into the fabric of our school and we use them as the bedrock across all aspects of school life. These values are centred round the acronym: **DREAMS**.

The primary aim of our after-school wrap around provision is to provide a safe, secure and relaxed environment that offers a range of enjoyable activities and opportunities which reflect the interests of the children in our care, underpinned by the school's ethos and core values. It is our intention to provide an exceptional service that meets the needs of the children and families.

2. Overview

Florence Melly Community Primary School's after-school wraparound provision is registered with Ofsted as part of our school (URN: 133336) and is open from 3:15 to 5:45pm on weekdays, during term time only. We can safely accommodate up to 30 children per night.

Our after-school provision is based in the school hall, which can be accessed via the side-gate entrance next to our Nursery (on Bushey Road). During operating hours, the children using our after-school provision have use of the main school hall as well as supervised access to the meadow and our forest school area as well as the main playground.

The provision is available to pupils from Reception through to Year 6. Our wraparound care is not available to our Nursery pupils. Where necessary, we risk assess whether places in our wraparound care are suitable for our most vulnerable children, with the staffing structure we have in place.

Staff members running our after-school provision will provide a healthy snack, including fresh fruit and vegetables, to children attending the club after 4:30pm. The food that we provide is not a substitute for a main evening meal, it is a snack. Fresh drinking water is available to all children, at all times.

We ensure that the staff leading the provision are appropriately trained to prepare and handle food for the children.

3. Staffing

Our after-school provision is run by a small team of staff; including a team leader, a play worker and a play assistant (depending on numbers). In addition to this, we will draw upon other suitably qualified staff in our school to provide additional care and support when needed; this may include members of our Senior Leadership Team.

All of our staff have significant experience of working with children and undertake frequent professional development, including child protection and safeguarding training, to ensure that their knowledge, skills and understanding are as up to date as possible. Such is our commitment to safeguarding our children that our Wraparound Play Leader is also Designated Safeguarding Lead trained.

All after-school provision staff members have appropriate DBS checks, in line with our school's Safer Recruitment Policy.

4. Policies and Procedures

When attending our after-school wraparound care, the same clearly defined policies and procedures of Florence Melly Community Primary School are adopted and followed. Copies of policies are available to download from our school website or paper copies are available from the School Office.

When parents/carers sign up to our wraparound club, complete the wraparound club online registration and send their child/children to the provision they are agreeing to this policy and the terms and conditions set out within.

5. Questions, Concerns and Complaints

If you have any queries, comments or feedback, these are to be directed to the after-school club staff in the first instance. They will often be best placed to answer any questions you may have. If you are not satisfied with the response you receive, please contact a member of our Senior Leadership Team.

If you have any concerns about members of staff working in our wraparound provision, please speak to Mr Leach, Headteacher.

If you feel you need to escalate your concern to a complaint, please see our complaints procedures, which are available on our website.

Terms and Conditions

1. Admissions

Our wraparound provision is open to pupils from Reception to Year 6 who attend Florence Melly Community Primary School.

Admission to our provision is organised by the School Office and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. Priority is also given to families who require a permanent booking, for the full academic year.

All attendees must complete an online registration form before they attend the club for the very first time. This form will collate key information like contact details and telephone numbers so that we can communicate effectively in the event of an emergency.

We are committed to being the most inclusive school as possible and promoting equity for all. We will endeavour to accommodate children of all needs and abilities, whilst working within the provision's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

2. Bookings

Places at our after-school club must be booked for a month in advance and paid for up front, before the sessions are attended. This is so that we can appropriately staff each session and that families do not run into debt, in accordance with our debt recovery policy.

Available sessions will be posted, allowing parents/carers to book a place, the final week of the month (where possible) - ready for the next month. For example, bookings for October 2025 will open on Monday 22nd September 2025 at 12:00pm. This will be communicated in advance using our normal routes of communication (newsletter, Class Dojo etc). Please see the booking schedule below.

Those parents/carers requiring a permanent booking, for the full academic year, will be prioritised. Should those parents with a permanent, year round booking wish to cancel, we will require a notice period of one month.

All other places will be on a first come, first served basis. When the 30 places are filled, we will have to place additional names on a waiting list.

We may be able to offer occasional 'one-off' bookings, if spaces are available. Parents/carers must contact the school office to book a place at short notice, paying for the place before the child attends.

All booking must be made via the Parent Pay app. We will not accept cash payments for our after-school provision.

When can you book a session?

Date that the booking form goes live for parents/carers	For sessions that take place in...
Thursday 17th July 2025 at 12:00 midday	September 2025
Monday 22nd September 2025 at 12:00 midday	October 2025

Monday 13th October 2025 at 12:00 midday	November 2025
Monday 24th November 2025 at 12:00 midday	December 2025
Monday 15th December 2025 at 12:00 midday	January 2026
Monday 26th January 2026 at 12:00 midday	February 2026
Monday 23rd February 2026 at 12:00 midday	March 2026
Monday 30th March 2026 at 12:00 midday	April 2026
Monday 27th April 2026 at 12:00 midday	May 2026
Monday 18th May 2026 at 12:00 midday	June 2026
Monday 29th June 2026 at 12:00 midday	July 2026
Monday 13th July 2026 at 12:00 midday	September 2026

3. Charges

The charges for our wraparound club are as follows:

3:15pm to 5:45pm	£9.00 per day (which includes a snack after 4:30pm)
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At Florence Melly Community Primary School, we have a vibrant and very well attended extra-curricular offer for our children to access. All extra-curricular clubs are provided free of charge, however parents/carers need to be aware that our after-school wraparound provision is different from our extra-curricular offer and is a paid service.

We appreciate that some children will want to attend our extra-curricular clubs and then our wraparound care provision. If children are successful in securing a place at an extra-curricular club and then need to access our wraparound care afterwards, parents/carers will be charged the full amount of £9.00 per session.

Please note, if parents/carers are more than 5 minutes late collecting their child/children from an extra-curricular club - their child will be placed in our after-school wraparound provision, incurring a charge for the full session (£9.00). Please pick up your child/children at the designated time.

4. Other Important Financial Information including Tax Free Childcare

Fees for our after-school wraparound care are payable via Parent Pay.

Parents/carers may also apply for Tax Free Childcare through the DfE website <https://www.gov.uk/tax-free-childcare> to pay for this provision, should they wish. If vouchers are going to be used, please email the School Office (schooladmin@fmp.liverpool.sch.uk) with the following information:

- The name of the child being paid for;
- The amount being paid to the school by voucher/government tax free scheme;
- The name of the voucher care company being used and the reference number;
- The individual voucher number and
- What is being paid for.

All balances must be paid in full, a month in advance, before attending the sessions (we are aware there may be some delay for childcare voucher payments to show up on Parent Pay). Non-payment will result in your child's place being terminated and offered to a child on our waiting list. If you are having difficulty paying fees, please speak in confidence to the Club Leader, Business Manager or Headteacher.

Places are for term-time only. No places are available during scheduled INSET days or on the last day of the Autumn, Spring and Summer Term - when our school closes at 1:30pm.

5. Last Minute Bookings

We will do our best to accommodate any last minute/occasional additional sessions requested, depending on spaces available, but these must be paid for when booking. Please call the School Office with any last-minute booking requests: 0151 226 1929.

6. Absence

Please remember that we need to know if your child will not be attending our wraparound provision, for any reason. If you have informed our school that your child is absent from school earlier in the day, we will assume they are also absent from the after-school provision for that day. You will not be charged for this session.

If your child does not attend a booked session for any reason other than illness, you will be charged for the session.

7. Arrivals and Departures

Children attending our after-school wraparound provision will be escorted to the main hall by a member of our team. This will either be at the end of the school day or after an extra-curricular club (if they have attended one).

We expect that your child/children will normally be collected by the people you have named on our after-school wraparound care registration form (completed digitally using Microsoft Forms). If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation and your child's unique password.

It is vital that your child is collected by 5:45pm. Late collection will result in a charge of £25.

8. Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at our after-school provision we will contact you and ask you to make arrangements for them to be collected. You will be charged for this session.

9. Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times, and our after-school wraparound care is fully insured through our school. Our staff are suitably trained in first aid and first aid kits and a defibrillator are kept on the school premises. If your child has an accident whilst in our care, you will be informed when you collect your child and it will be recorded and reported in line with school procedures using Medical Tracker.

Key Messages/Reminders

- Our after-school wraparound provision runs between 3:15pm and 5:45pm.
- Sessions cost £9.00, which includes a snack.
- All bookings must be made using ParentPay and paid for a month in advance.
- Please see the booking schedule (section 2 of the terms and conditions) which sets out when parents/carers can book sessions for the up and coming month.
- Those parents/carers requiring a permanent booking, for the full academic year, will be prioritised.
- Late collection charges apply. If you are delayed for any reason, please telephone the school on 0151 226 1929 or message the Club Leader using Class Dojo.
- Late charges must be paid prior to attending further sessions.
- Our school is closed and locked up at 6:00pm. In the unlikely event that your child remains uncollected after 6.00pm (15 minutes after the provision closes), you have not warned us that you will be delayed and we have been unable to reach you or any of your emergency contacts, we will follow our 'Uncollected Children Protocol' and contact the Liverpool Children's Social Care team.
- If your child is collected late more than once in a half term, you may be asked to find alternative provision and your child's place will be offered to someone else. If this is the case, our Headteacher (or a Senior Leader) will contact you to discuss this further.
- There should be no reason for any outstanding charges however, if they exist, places will not be allocated until these are cleared using Parent Pay.
- For all enquires, please email: schooladmin@fmp.liverpool.sch.uk.