HODNET BREAKFAST/WRAPAROUND CARE CLUB POLICY AND PROCEDURES

An information pack for Parents and Carers

September 2026- September 2027

Wraparound Club is a vital part of ensuring Hodnet Primary School is at the centre of its community; catering for the needs of stakeholders by providing a service to care for children after school hours when parents and carers are at work.

Hodnet Breakfast/Wraparound Club aims to provide a safe, caring, stimulating, and relaxed environment for children to socialise, play, learn and further develop their passions and interests.

Breakfast Club

Breakfast club is open from 7.45 and breakfast will be served until 8.30. Staff members include Mrs Jane Rhoden (Club Leader), Jemma Morgan and Jill Ward who have the appropriate knowledge and experience to run the club.
The children can choose from various cereals and toast with a drink of water, apple juice or milk.
The children can play with a variety of toys and also have the option of completing homework or reading.
At 8.50 the children make their way to the classrooms for the start of the school day. Reception children are supported with a member of staff and taken to their classroom or outside to line up.

Wraparound Club

At Wraparound Club the children are offered a variety of self-chosen and adult led activities based around themed weeks, children also guide these themes and topics based on their own interests. We provide the children with opportunities to do homework and we will liaise with the class teachers as necessary with regards to any ways in which Wraparound can further develop the needs of the children in school.

Wraparound care abides by the government ratios for Clubs and has various staff members who work with the school, so the children have consistency with staff. Our Wraparound leader is Mrs Jane Rhoden, and our Wraparound assistants are Mrs Jemma Morgan, Mrs Jill Ward and other teaching assistants are on hand if required. All staff members have extensive experiences in schools from teaching assistant roles, administrative roles and leading wraparound clubs. Our staff members also have a range of hobbies and skills which will appeal to our young learners, including cake making and decoration, gardening, arts and crafts.

Wraparound club will be based in the school hall. We will also have full use our extensive grounds for outdoor investigative learning and fun.
The children are offered a healthy snack of pitta bread, sultanas and cucumber at 3.20 when they enter the club.
A light meal will be served in the hall at approximately 4.30pm, this is shown below.

We encourage the children to try all foods but are happy to discuss with parents/carers any special diets or requests

Wraparound is open from 3.15pm until 5.45pm. We have split the time into 3 bookable sessions. Session 1 is priced in line with other after school clubs at £5.50 per child from 3.15 – 4.30pm. Session 2 is priced to include a light meal at £5.50 per child from 4.30 – 5.45pm. It is therefore £11.00 for children to stay from 3.15 – 5.45pm. If your child attends an afterschool club, they can attend Wraparound from 4.30 – 5.45pm at a cost of £5.50, this will include a light meal.

Parents are required to book and pay for their children's place online via Arbor using the Arbor – Management Information System (MIS) for schools. Bookings must be completed in advance, 72 hours before the date of the booking by Parents, however parents run the risk of the club being full. All payments must be made using this online booking platform and paid for on booking the club. Wraparound Club also accepts payments via various voucher companies; please ask Mrs Rhoden or Mrs O'Connor for more information regarding this. If you need to cancel a place at Breakfast/Wraparound Club, we require 48 hours' notice due to staffing and food purchased. This will be charged at the rate of the session booked if no notice is given.

Food is ordered in advance to ensure that parents/carers and children are aware of the weekly meal choices. Children will also be involved in the preparation of their food, both as an opportunity to learn new skills and to enjoy being creative with food. All food handling will be closely supervised by staffs who have the appropriate levels of food handling qualifications and allergy awareness training too.

An example of the light meal menu (two weekly rotation)

Available daily – yoghurts, fruit, crudités, milk, juice, water.

Monday	Tuesday	Wednesday	Thursday	Friday
Bagels with cheese/ham Fruit	Sandwiches with cheese/ham Fruit	Pizza Fruit	Beans/spaghetti on toast Fruit	Wraps with cheese/ham Fruit

Monday	Tuesday	Wednesday	Thursday	Friday
Sandwiches with cheese/ham Fruit	Bagels with cheese/ham Fruit	Beans/spaghetti on toast Fruit	Pizza Fruit	Wraps with cheese/ham Fruit

If you are interested in booking a place for your child please speak to Mrs Lyall, Mrs Rhoden or Mrs O'Connor who will be happy to discuss your requirements.

Thank yo

3-18 EDUCATION TRUST

KEY INFORMATION SHEET. This section outlines the services the club will provide for your child, yourself as a parent/carer and your responsibilities to the club.

OPENING HOURS

We are based in Hodnet School Hall and are open at the end of the school day from 3.15pm until 5.45 pm. At present we only accept school age children who attend Hodnet School. During session times our telephone contact number is 01630 685300. Please leave a message and staff will respond to you as soon as it is convenient.

COLLECTING YOUR CHILD

Please enter school through the main lobby area and press the buzzer for the Wraparound Club to gain the attention of the staff, a member of staff will then let bring your child to the lobby.

Password system – should you ever choose for someone other than the identified named adults on your child's enrolment form to collect your child, they will be asked to give a password. This should be a word known to you or the responsible adult collecting your child. Details should be given on your child's enrolment form filled in before attending the club.

STAFFING & SAFEGUARDING

Mrs J Rhoden, Mrs Jemma Morgan and Mrs Jill Ward lead the sessions with other members of school staff depending on numbers. The club operates a 1:12 ratio, the maximum number is 30 pupils. Staff members hold an enhanced DBS certificate and they have up to date safeguarding, food handling and first aid training. Mrs Lyall and Mrs Williams and Miss Darmanin are our school Designated Safeguarding Leads (DSL) and are contactable at all times during the clubs operating hours in case of emergencies.

MEDICINE

Staff can administer medicine, in line with our schools administering medicines policy, and when a medicine form has been completed and handed into the office.

FEES FOR BREAKFAST /WRAPAROUND CLUB

Breakfast Club is from 7.45-8.50am and costs £4.50 per session, this includes a breakfast choice offered to the children.

Wraparound Club is from 3.15pm – 4.30pm and costs £5.50 4.30pm – 5.45pm costs £5.50

Or £11.00 for the whole session from the end of the school day until 5.45pm.

Online payments only via the Parent Pay platform.

Childcare vouchers and voucher schemes can also be used.

Parents who fail to collect their children at 5.45pm will be charged a late collection fee of £6.50 to cover staffing costs. (Charges are at the discretion of the Headteacher).

PLEASE NOTE

Once a session has been booked, you will be charged for that session unless the club is cancelled by school.

REGISTERING FOR SESSIONS

Please complete a booking on line on Arbor – Management Information System (MIS) for schools

ALLERGIES / INTOLERANCES

Parents must inform breakfast /wraparound staff of their child's allergies or intolerances plus possible side effects. Wraparound will prepare food sensitively to cater for all allergies.

The club abides by Hodnet Schools policies. All policies are available on request and can be found on Hodnet School website. www.hodnetschool.com

PARKING

Parents can park on the road outside school or in the Hodnet Social club car park, please could parents not park in the staff school car park unless you require disabled access.

Breakfast/Wraparound Club Enrolment Form

Please complete and return to Mrs O'Connor or Mrs Rhoden prior to your child starting the club.

I agree/disagree *(delete as appropriate)* for photographs of my child/children to be taken at Wraparound for displays or the school website.

Signed…… Name…… Date……..

Please could you provide a password for your child/children in case another member of your family or friend collects your child/children.

Password is ……

EMERGENCY CONTACT DETAILS

CHILDS NAME…… CHILDS CLASS ……
ADDRESS……..
POST CODE…….
DATE OF BIRTH……

Emergency contact numbers

In case of emergency, the first person to contact is

Name			
Address			
Contact numbers	Mobile	Home	Work
Relationship to child		If a parent does this person have Parental Responsibility? YES / NO	

In case of emergency, the second person to contact is

Name			
Address			
Contact numbers	Mobile	Home	Work
Relationship to child		If a parent does this person have Parental Responsibility? YES / NO	

In case of emergency, the third person to contact is:

Name			
Address			
Contact numbers	Mobile	Home	Work
Relationship to child		If a parent does this person have Parental Responsibility? YES / NO	

DOCTORS NAME ……. Telephone No……

ADDRESS ……..

Does your child have any medical or cultural needs, allergies or difficulties we should be made aware of? If so, please specify.

……

……

……

IT MAY BE NECESSARY FOR US TO CONTACT YOUR DOCTOR IN CASE OF EMERGENCY.
In the event of an emergency, I give my consent for Hodnet Wraparound Club to administer medical treatment deemed necessary by a qualified practitioner or first aid being given to my child if an emergency should occur at a time when my consent to the particular treatment cannot be sought.

Signed…….. Date…….

I agree to abide by the rules and policies of the school under which the Club is governed.

Signed ……

Name …… Date ……

I agree/disagree *(delete as appropriate)* for photographs of my child/children to be taken at Wraparound for displays or the school website.

Signed……. Name……. Date……..

I agree/disagree *(delete as appropriate)* for my child ……. to handle the guinea pigs.

Does your child have any allergies relating to these animals? Yes/ No

If yes please give any information below.

……