Preparatory School - Wrap-around Care Policy

Rationale:

The purpose of wrap-around care (WAC) is to provide a safe, caring, organised and stimulating environment in which pupils are cared for outside the hours of the school day. It provides parents with the opportunity to bring their daughters to school from 7:30am (before free supervised care from 8am) and to collect them from school between 4pm and 6pm.

Suitable Personnel:

i) All staff employed as WAC Supervisors (WACS) will be submitted to vigorous vetting procedures whereby information supplied is verified with the relevant sources and DBS checks. WAC staff will typically be Paediatric First Aid trained

ii) There will be a senior after-school supervisor (SASCS) who will have at least two years' experience working in childcare or classroom-based activities to enable them to carry out their role competently.

iii) There will be Paediatric First Aid trained before-school supervisors looking after girls from 7:30am to 8am.

iv) All WAC supervisors will be directly accountable to the Head of the Preparatory School on all matters and ultimately to the Head Mistress.

v) New staff will have a performance review at 3 and 6 months and then annually following successful completion of their probationary period.

Organisation:

i) The SASCS (Senior After-School Care Supervisor) will ensure that staff are deployed effectively within the building/site to ensure the safety, welfare and development of the children.

ii) In the absence of the SASCS, the assistant ASC supervisor will take charge

iii) All ASCS will have induction training, which will include familiarisation with Health and Safety and Safeguarding Policies and procedures in their first week of employment and then annually thereafter.

iv) Records, containing the names and addresses, training and qualifications of staff members will be kept on the premises and will be accessible to appropriate personnel.

v) Parent contact details are kept in a locked drawer on Reception for ASCS to access if needed.

Staffing ratios:

- There will always be a minimum of two ASC supervisors on duty
- The 2 supervisors may be assisted by senior sixth pupils who will have undergone an induction programme with the SASCS and safeguarding training with the Pastoral Deputy Head (Senior School)

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Updated by the Head of the Preparatory School and the Assistant Head with responsibility for EYFS
July 2026

- Any care provided for children aged 8-11 (KS2) will not be allowed to adversely affect the care provided for children less than 8 years old.
- The staffing ratios for children in After School Care will be:
  1:12 for pupils in KS2
  1:8 for pupils in KS1 and EYFS
  1:8 for pupils in EYFS
- When a pupil or pupils attend(s) ASC from EYFS a nominated person will assume responsibility for their care in the ratio of 1-8. This person will always be a paediatric first aider
- For mixed-age groups, where the age of the girls is included in statutory ratios, these will be kept separate and applied according to each age group.
- Should the number of children requiring ASC provision exceed the ratios the Head of Prep, The Deputy Head of Prep or one of the other two Assistant Heads will assume responsibility for maintaining the appropriate staffing level.
- The Head of Prep will ensure that suitable contingency arrangements are in place to cover emergencies and unexpected staff absences.
- For before school care (Breakfast Club), there will be one supervising member of staff and the Head or Deputy Head of Prep on site to assist if necessary,
- The ratios stated above apply to before-school care equally.

After-School Care (ASC):

i) At the end of the school day (3:25pm) the children staying for ASC will go to the Infant Hall for registration followed by tea.
ii) EYFS children will go to a classroom for an initial settling in period and to eat. They will be supervised by 2 members of staff.
iii) When parents collect their daughters, the ASC staff will ask them to complete the register to indicate the time the child was collected.
iv) Girls who have not been collected by their parents from the playground at the end of the school day, will automatically be booked into ASC at 4pm, at which point a charge will apply.
v) Parents must inform ASC staff if their daughter is to be collected by someone other than themselves. The names of authorised individuals must be recorded by ASC staff1 for these purposes.
vi) Children will only be released from ASC to an individual who has been named by the parent.

Care, Learning and Play

i) After School Club is not an extension of the school day and does not provide extra lessons or space to complete homework.
ii) KS2 pupils in Years 4, 5 and 6 can be booked into Homework Club on a Tuesday and Thursday before going to ASC at 5pm, if required.
iii) Homework Club is staffed by a teacher in a classroom who can provide support and/or resources, as needed.
iv) The ASCs will plan a range of activities and play opportunities, which are appropriate to the ages and interests of the children attending. The activities should allow the children to have as much choice as is practicable.
v) In line with the policy for teaching staff, ASC staff will encourage the children to:
    - talk about what they are doing;

- be confident and independent
- develop their own self-esteem
- learn about what is right and wrong

vi) The ASCS will respond to the girls' individual needs, being mindful of those who need:

- quiet independent activities
- rest
- reading time

Physical Environment

i) The room for ASC is to be used solely for that purpose during the hours of ASC
ii) The KS1 Hall and EYFS ASC space will be made welcoming for the girls
iii) It will be converted at the end of the day to ensure that the atmosphere is relaxed and the girls comfortable
iv) The room will be clean, well lit, adequately maintained in a suitable state of repair and as much as is possible, be at an adequate room temperature
v) There will be access to a telephone for internal and external use; the telephone will be in Prep Reception
vi) Risk assessments are carried out on all ASC activities

Indoor Space

i) Provision will be made for children who wish to relax and play quietly
ii) The infant Hall (KS1 Hall) and EYFS room, will be used for supervised activities requiring a large indoor space

Outdoor Space

i) Use of the playground and play equipment will be supervised in line with school policy
ii) Maintenance of outdoor areas will be in line with school policy
iii) Risk assessments are carried out on outdoor areas and equipment

Toilets

i) Toilets and wash basins with hot and cold water are available

Equipment

i) The WAC staff will ensure that equipment and materials used are appropriate for the age and individual development of the girls
ii) It is the responsibility of the Head of Prep to ensure that furniture, toys and equipment are in good repair

Breakfast Club:

iii) Breakfast Club is run from 7:30am-8am in the Infant Hall. This service is free of charge and girls are fully supervised.Parents must drop their daughter off to a member of staff in the Infant Hall
iv) Girls should not be dropped off at Breakfast Club after 8:15am.
v) Parents must have sufficient funds on their ParentPay account to cover the cost of any food that their daughter consumes.

Safety

i) All WAC staff are aware of the school's health and safety regulations and should ensure reasonable steps are taken to minimise hazards to children
ii) Risk assessments will be conducted for all activities to minimize hazards for both children and staff
iii) Electrical and other appliances and fittings will conform to the school's safety requirements and will be checked at intervals as stipulated in the Health and Safety Policy
iv) Children will be supervised at all times. Access to the building will be controlled. When using the playground the children will be supervised
v) Emergency evacuation of the building will be directed by the WAC staff. Fire drills will be carried out during after school care hours and will include all children and other persons on the premises.
vi) Staff and pupils will adhere to the fire regulation as detailed in the school's Health and Safety Policy.

Health

i) The premises and equipment will be kept clean
ii) The school caterers will provide a selection of healthy sandwiches, fruit and biscuits or cake which will be collected by the ASC staff and distributed to the girls.
iii) Fruit and vegetables will be cut according to choking guidelines for all EYFS pupils. EYFS children will always be supervised by a paediatric first aider when eating.
iv) A first-aid box and LifeVac (choking device) will be kept in the work room at the end of the KS1 Hall where it is easily available to staff but out of the way of the pupils
v) At least one ASC staff member will have a paediatric first-aid certificate
vi) A record will be made of any significant accidents, in accordance with school policy using accident report forms and these will be sent to the school nurses who prepare an annual report for the Health and Safety Committee
vii) The school's policy for the Administration of Medicines will apply to ASC
viii) The school's policy for the exclusion of children who are ill or infectious will apply to ASC.

Food and Drink

i) Fresh drinking water is available at all times.
ii) Parents are required to state special dietary requirements or food allergies the child may have. This information will be included on the information sheet to be completed when the child first attends ASC.
iii) Pupils are provided with a variety of sandwiches, fruit, biscuits, cake and juice
iv) In line with statutory guidance from the DfE (Early Years Foundation Stage Nutrition Guidance-September 2025), pupils in EYFS who are using ASC or Breakfast Club will be offered low-sugar desserts such as yoghurt.
v) Children attending Breakfast Club can have breakfast at school.
vi) Breakfast includes cereal, toast, fruit and yoghurt or a combination there of.

Equal Opportunities

i) Equal opportunity procedures and policy will be applied in accordance with the school's policy
ii) Staff will ensure the needs of all pupils including those with special needs will be met

Behaviour

i) WAC staff will seek to create an environment that encourages good behaviour
ii) Bullying will be dealt with in accordance with the whole-school anti-bullying policy
iii) In line with whole-school policy physical punishments or the threat of them, will never be used
iv) Physical restraint will only be used to prevent personal injury to the child, to other children or to an adult or if there is likely to be serious damage to property. Any incident will be recorded on CPOMS and the parent informed

Working in partnership with parents and carers

Parents can request access to:
i) this document,
ii) the school's Complaints Policy, which is also available on the school website,
iii) information about the activities provided for the children,
iv) and basic written information on the facility such as operating hours and the tariff of charges.

Appropriate and prompt action will be taken on any concern raised and a record of all complaints will be maintained.

Safeguarding

i) The protection of the child will be the WAC staff's first priority
ii) Child protection procedures and policy will be applied in accordance with whole school policy
iii) The DSL (who is the Deputy Head) in the Preparatory School will be responsible for ensuring that WAC staff are aware of their responsibilities with respect to the Safeguarding Policy
iv) WAC staff members will report any concerns to the DSL as well as keeping a record on CPOMS

Documentation

i) The WAC staff will ensure that a record is kept of pupils and numbers attending together with the times the girls are collected
ii) This document is signed by the Head of the Preparatory School and passed to finance who process payments from parents
iii) This may include a 'fine' for parents who collect after 6pm

Policy updated by the Head of the Preparatory School September 2025

Approved by the Head Mistress September 2025.

Appendix 1

Tariff of Wrap-around Care Charges 2025-2026

Before school	7:30am-8am	Free of Charge – Parents must have sufficient funds on their ParentPay account to cover the cost of any food their daughter purchases.
Session 1	3:25pm – 4:35pm	£6:10 (Any parent arriving after 4:35pm will be charged £13.20)
Session 2	3:25pm – 6:00pm	£13:20
Late collection	After 6pm	£15:00, per 15 minutes, per child

Members of staff with pupils at MHSG may book their daughters into ASC free of charge, but must, in those circumstances, remain on site.

If they wish to go off site, then their daughter must be paid for, as per the tariff above.