Wrap Around Care

Policy

September 2026

Rationale

All the staff at Castle Hill are committed to providing the best education they can for each individual child and this commitment is also true of our Wrap Around Care facility. Here we provide quality childcare in a safe, warm and stimulating environment where children can play, learn and develop freely as they wish. Reassurance that children are safe and cared for on the school grounds with the continuity of familiar staff who already work within school. All staff are highly experienced and well qualified in childcare and Early Years.

Admissions & fees

All children attending Castle Hill School are eligible to attend Wrap Around care. Parents need to book sessions for children via the school gateway app and sessions need to be paid for at the time of booking. If you pay using childcare vouchers please speak to the school office.

There are 24 spaces available for each session and they need to be booked **72 hours** in advance on the school gateway app. You will not be able to book online after this time. Please ensure you book your sessions correctly and in good time. Sessions need to be selected before making a payment if you only make a payment for WAC your booking will not be valid.

Bookings for the **FREE Breakfast Club** need to be booked 7 days in advance.

We appreciate that there will be emergencies and changes to shift patterns, so you can make an emergency booking via the School Office which will incur a £5.00 late booking fee.

Children will only be accepted when they have been booked onto a session, we will not accept any children that are not on the system. You will need to arrange for someone to collect them from school.

Cancellations can be made via the app, however if you cancel you will not be refunded for the session, even if your child is ill.

Wrap Around Care Fees:

Breakfast Club - 7.00am – 8.20am £5.00 per session
FREE Breakfast Club – 8.20am – 8.50am - FREE
Breakfast Club (Nursery) – 7.00am – 8.50am £6.00
After School Club – 3.15pm – 4.30pm £5.00 per session
(Mon – Thurs) - 3.15pm – 5.30pm £8.00 per session
Friday – 3.15pm -4.30pm £5.00 per session

Late charge collection
£10 for the first 10 minutes (this is standard charge for any time within the first 10 minutes) , then a further £5 for every 5 minutes after that (per child) plus administration fees.

If any bills are left unpaid, we will be unable to offer a place in the new half term until all outstanding fees are paid. You will be sent a reminder to let you know if fees are overdue.

Arrivals & departures

Our club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

WAC number: 07917 180032.

When arriving with your child please phone the WAC number above and a member of staff will come and collect them. Please be patient, it may take us a few minutes to arrive as we are located upstairs in the temporary building.

All children must be dropped off and picked up from the main school entrance. Children cannot be dropped off before 7.00am and need to be picked up before 4.30pm or 5.30pm otherwise the late charge will come into force. If you feel the 4.30pm session isn't long enough, please make sure you book your child in until 5.30pm.

Our club closes at 5.30pm, Please make sure you have collected your child on time. There will be a late charge for all children that leave after 5.30pm. These are as follows:
£10 for the first 10 minutes.
A further £5 for every 5 minutes after that (per child).
This charge will be necessary to cover the costs of staffing.

We would ask that you ensure that you pick your child up in a timely fashion every day so that this does not occur. Of course, if there is a problem, please let the school know as soon as possible and we will ensure that your child is looked after until you arrive or arrange someone else to collect them.

Listening to Children

Castle Hill Wrap Around Care are committed to safeguarding and promoting the welfare of children. We recognise that every child is an individual and aim to promote their happiness, self-confidence and well-being as members of a caring community.

We are extremely committed to the principle of involving children in the care we provide. Because of this we follow a child led learning approach which allows children to take ownership play, learning and experiences. Staff support children in play and help them develop risk taking skills.

"Play is essential for children's development, building their confidence as they learn to explore, to think about problems, and to relate to others."

Food & drink

Our aim is to provide a healthy, nutritional but simple menu. All dietary requirements are catered for, so please speak to a member of staff if you have any concerns. (Please see separate menu)

Mealtimes at Wrap Around care are an important time for children to develop their independent skills and children are given every opportunity to do this at all meal times

Breakfast

Breakfast is served until 8.10am

Breakfast is also served in the FREE Breakfast club until 8.30am.

Toast with a choice of toppings

Selection of cereals and porridge

Weekly specials

Fruit and yoghurt also available

Tea (sample menu)

Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday(4.30)**
Beans & cheese on toast	Sausage /veg finger butty & beans	Chicken/quorn burger Corn on the cob	Tomato pasta & garlic bread	Toast
Ham or cheese pizza Salad	Meatball/quorn meatball sub Corn on the cob	Fish finger butty & spaghetti	Pepperoni or cheese pizza Salad	
Potato waffles & beans	Ham & pineapple or cheese pizza salad	Beans & cheese on toast	Tomato pasta & garlic bread salad	
There is also the option of a cheese or tuna sandwich each day. Selection of: Fruit and yoghurt.				

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Review : July 2027