Blue Coat C.E. (Aided) Junior School

Wraparound Care Policy

Adopted: November 2026

To Review: November 2028

BLUE COAT C.E (AIDED) JUNIOR SCHOOL

Wraparound Care Policy 2026 - 2028

1. Introduction

Wraparound Care at Blue Coat CE Aided Junior School aims to provide high quality before and after school childcare for our parents/carers. It provides a range of stimulating and creative activities in a safe environment for children.

Breakfast Club runs from Monday to Friday 7.30am to 8.50am during term time only.

The After-School Club operates during term time only from 3.20pm to 5.30pm Monday to Thursday where there are 2 sessions available: 3.20pm – 4.30pm and 3.20pm – 5.30pm. There is no provision on a Friday.

Please check with the school office for current prices for the sessions.

All parents/carers must read and sign a registration agreement before their child can take up a place at the service.

2. Admissions

Wraparound Care is available to children attending Durham Blue Coat CE Aided Junior School and those from our main feeder school Newton Hall Infants.

The allocation of places will be on a first come first served basis. If the facilities become full, then a waiting list will be created and when a space becomes available, it will be allocated to the first child on the waiting list.

The registration process and financial agreement must be completed prior to the child's commencement at the wraparound care. Once your registration has been completed and returned we will provide you with a login code for Parent Pay so you are able to book your required sessions our online account.

Admission is conditional on the following undertakings by the parent/carer:

- Fees are paid on time
- The behaviour of the child is acceptable for the safe and efficient running of the service. School policies, including Behaviour, apply in the same way as they do during the main school day.

3. Bookings and Payments

Bookings must be made via Parent Pay where parents/carers can book up to 100 days in advance with the flexibility that they can cancel any booking you have made up to midnight the day before. When booking, they will be asked to pay for the booked session at the time of the booking. If payment is not received by midnight the day before their booking, their child's place will be automatically cancelled and they will be unable to attend the session.

Parents are asked to book the session as required; if, however, they are late and go into the next session then the later amended rate will be charged and vice versa if they have booked a later session and are early an amendment can be arranged.

If they are having any problems accessing their account they can contact the school office or if they are having any financial difficulties they can speak to the School Business Manager in confidence.

The school reserves the right to refuse use of the facilities due to non-payment of fees.

4. Late Collections

Durham Blue Coat CE Aided Junior School operates a 3-stage notice of strike-off process alongside a late collection fee for children who are collected late from our wraparound care service.

Parents/carers are reminded that wraparound care ends at 5.30pm therefore all children need to be collected before this time. If parents cannot collect by 5.30pm, they should arrange for someone else to collect their child/children.

Our 3-stage process operates as follows:

1. First incident: Verbal warning and a £5 late charge per child;
2. Second incident: Written warning and a £5 late charge per child;
3. Third and final incident: Struck-off from being able to access our wraparound care service and a £5 late charge per child.

Failure to pay the late charge will also result in the child/children being no longer able to access the service.

5. Absence/Non-Attendance

If a child will not be attending the After-School Club for any reason, parents/carers must inform school by 2.30pm to ensure they are not catered for. Payment will be due for all sessions that have not been cancelled even if the child does not attend their booked session.

6. Drop-Off and Collections

All children attending Breakfast Club are to be dropped off at Blue Coat via the main entrance. Children from Newton Hall Infant School will be taken to school and handed over at approximately 8:50am.

For Tea Club, infant children will be collected from the school yard at 3:15pm by the supervisory assistants and taken over to Blue Coat.

All children are to be collected from Tea Club by a person over the age of 16 - they must be collected no later than 5:30pm.

The parent/carer contract requires a contact telephone number and address for those persons who are authorised to pick up their children and for use in case of an emergency. You must inform us if these details change or if someone else will be collecting your child.

At no given time while a child is attending the facility will they be allowed to leave with anyone other than the authorised person(s) without prior permission.