

MERTON COURT SCHOOL



Wraparound Care Policy

To be reviewed: October 2027	
Signed by the Headmaster/Proprietor:	
Shared with the staff on:	22/9/26
Put on Website:	22/9/26

This policy applies to the whole school inclusive of the Early Years Foundation Stage (EYFS)

Introduction

Merton Court is committed to offering quality out of hours school care, and supervision for children, including those in the EYFS, both before and after school. Our service runs between the hours 7:30am- 8.15am and 3:10pm - 5:30pm each school day. The School's wrap around care is run by employees of the school with appropriate experience and expertise. Staff are covered by the School policies, including but not exhaustively: Behaviour Policy, Safeguarding & Child Protection Policy, Equal Opportunities Policy, Health and Safety Policies and are subject to the School's complaints procedures. A minimum of 2 members of staff will always remain onsite, including a member of the Leadership Team.

Activities and Facilities

The School provides spaces with appropriate activities for our children's use. Breakfast club takes place in the School Dining room and the Afterschool club (ASC) takes place in the Afterschool club building. The children are offered the opportunity to play outside for some of the session if appropriate. Children will not be taken off the school premises. Breakfast club children are offered breakfast and ASC children are offered a snack at 4pm, prepared and served by staff who are qualified in food hygiene and ensuring that all dietary requirements are met. All staff running our wraparound care will be salaried members of staff employed by the school. All will have been subjected to the usual clearance

procedures and given authority by the School to work in this setting. Among the school staff, there is a fire safety officer for advice should this be necessary. In addition, at every session, there will be at least one first aider holding a Paediatric Care First Aid qualification.

Qualified staff

All staff attend annual safeguarding training. Staffing ratios will not exceed 1:8 (1 adult to 8 children) for EYFS children in line with the EYFS Statutory Framework (Sept 2026). Staff running our Breakfast Club remain responsible for the children until they are dismissed to the playgrounds at 8.15am where staff are on duty. EY staff escort EY children directly to their classroom. After School Club staff remain responsible for the children until collected by parents/carers or a named adult, at the end of the day. A member of the Leadership Team will be on duty every day. Under no circumstances will children be allowed to wait outside the school unsupervised or be sent home with an unauthorised adult. If a parent delegates responsibility for collecting their child to another adult, they MUST have informed the School office during the day or ring the school prior to pick up and provide a password. Photos of the adult collecting a child/ren may also be requested.

Health and Safety

The School will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised through providing suitable spaces for the children to play. The Health and Safety Policy outlines the steps that will be taken and the procedures that operate including our Shelter In/Lockdown Policy. Staff are trained to have an understanding of Health and Safety requirements. Risk assessments are conducted as detailed in the Health and Safety Policy. Fire safety procedures are detailed in the Health and Safety and related policies. All staff, including those in our wraparound care are expected to adhere to the school's policies in relation to administering first aid. Children who are ill, or who have infectious diseases, are not permitted to use the Breakfast Club or After School Club. Children with allergies/asthma must have their medication with them. After School Club has a spare auto injector pen on site. Staff have had training on Benedict's Law (2026). Parents will be informed immediately if children are ill and they must be collected straightaway in this circumstance.

Equal Opportunities

Separate Equity, Diversity and Inclusion Policy detail the School's procedures and are consistent with current legislation. All activities before and after school, are open to all children of the school. However, in extreme instances where children are exceptionally tired or poorly behaved at the end of the day, and this impacts on other children, or on supervision requirements, the Head of Pastoral Care/DSL may discuss this with the child's parents.

Behaviour

Behaviour management procedures are detailed in our Behaviour and Exclusion Policy along with our Anti-Bullying Policy and Safeguarding & Child Protection Policy, which detail the School's procedures. Guidance within these policies regarding the expectations of staff in instances when a child is considered to be 'at risk' or makes a disclosure to a member of staff during a before-school or after-school activity.

Communications to Parents

Communication with parents follows the School's usual procedures and parents may contact the school via the school office after 8am and before 4pm, all other times contact After School Club on the direct number. A register will be maintained of both staff and children in attendance. Children will be registered on arrival. Children will be registered as being in attendance if they arrive at any point between 7:30am and 8:10am or are present at 3:10pm and are left in the care of the staff. This register will form the main reference for charges for 'ad hoc' sessions. After School Care supervision closes at 5:30pm. We do understand unexpected and unavoidable delay but ask that parents are prompt at all other times. If parents find that they will be delayed, we ask that they please contact the After School Club on **0208 269 6898** as soon as possible and keep the staff informed of expected arrival times as much as possible. If a child remains uncollected after 5:30pm, at least 2 members of staff will remain until the child is collected. In this instance, parents will be contacted immediately, if contact has not been made prior to this time. If no contact can be made with the parents, all known emergency contact numbers will be used. If all these known contact numbers, including emergency contact details have proved unfruitful, the Head/ Assistant Head/ Designated Safeguarding Lead should be alerted. Attempts to make contact should continue but after 6pm, Social Services may be contacted, if still no contact has been made with either parent or an emergency contact, and advice sought. If late collection occurs on many more than one occasion, the Head of Pastoral Care/DSL will meet the family to discuss the situation, following which access to after school care may be withdrawn

Booking

Breakfast Club and After School Club are bookable in advance via our 'Parentmail' App (located within the 'Accounts' section). Bookings close 3 days prior to the bookable date.

There will also be 'ad hoc' spaces available, to be booked on the day, but these will be limited. Should you need to book one of these spaces, please call the school office before 2pm on the day required to book one. 'Ad hoc' spaces for Breakfast Club and After School Club will be charged at the higher rate. Late charges will be added every 15 minutes and part thereof that are in use.

Booking Cancellations

Providing School has been notified via email, at least 24 hours in advance of a booking, a full refund will be given. Bookings cancelled within 24 hours will not be entitled to a refund and monies will be forfeited. Places are non-transferable to another child.