Wraparound Care

Information, Procedures and Expectations

Headteacher's operational clarification • 20 November 2026

Page 4 gives the out-of-hours safeguarding number if a child is not collected.

Last review: April 2026
Next review: April 2027

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Our wraparound care is based on the school site and includes Breakfast Club and After School Club for children attending the school.

Contact information

School Office (8.00am to 4.30pm)
Telephone: 0115 9649360
Email: office@mapperleyplains.notts.sch.uk

After School Club (3.30pm to 5.45pm)
Contact: Gus Johal
Telephone: 07512 302117

About our provision

We provide extended childcare through our Breakfast and After School Clubs.

Our provision aims to:

- provide high-quality childcare that meets the needs of families
- offer a safe, welcoming and inclusive environment
- support children to build positive relationships
- offer a balance of structured and free play activities
- promote independence, confidence and wellbeing

The provision is staffed by appropriately trained adults and staffing levels are planned to ensure effective supervision at all times.

Children attending Breakfast Club are provided with breakfast and a drink. Children attending After School Club are provided with a snack and drink. All food is provided in line with food hygiene requirements, and individual dietary and medical needs are carefully managed.

Prices
Breakfast Club: £6.00 per session
After School Club: £14.00 per session

Charges are per session and include food and drink. We do not offer hourly rates.
The governing body reserves the right to review and adjust charges. There is no sibling discount.

Bookings must be made in advance using the SchoolComms (Gateway) system. Parents and carers should select either Breakfast Club or After School Club and choose the required dates. Sessions are added to your basket and payment is required at the point of booking. By completing a booking, you are agreeing to the terms and conditions set out in the Wraparound Care Policy.

Full guidance on how to book, amend or manage sessions is available in the School Gateway Parent Guides.
Payments can be made by debit or credit card, PayPal or through a pre-paid account balance.

Childcare Vouchers
If you wish to pay using childcare vouchers or Tax-Free Childcare, you must notify the school office so that your child's account can be credited. Once funds have been added, bookings can be made in the same way as standard payments through SchoolComms.

MPPS Wraparound Notification of Government Tax-Free Childcare or Childcare Voucher Payment
If the value of vouchers does not cover the full cost of sessions booked, the remaining balance must be paid by an alternative method. If you are using vouchers for the first time, please contact the school office so your provider can be set up correctly.

Cancellations / Amendments to Bookings
Bookings can be cancelled through SchoolComms within the following timeframes:

- Breakfast Club: up to 3 days in advance
- After School Club: up to 7 days in advance

After these deadlines, sessions cannot be cancelled as staffing ratios will already have been organised. Refunds are not issued for non-attendance.

If your child is booked to attend After School Club but will not be attending, please inform the After School Club directly so staff are aware not to collect your child from class. Where a child has been absent during the school day, the school office will inform the club staff.

If the school is closed due to unforeseen circumstances, such as severe weather or additional bank holidays, booked sessions will be cancelled and credited to your child's account.

Arrivals and departures
The safe arrival and collection of children is a priority. All children are registered on arrival and departure, and registers are maintained electronically.

Children are supervised at all times while attending the provision.

Parents and carers must ensure that all emergency contact details and medical information are kept up to date with the school office.

Children will only be released to authorised adults. If someone different is collecting your child, this must be communicated to the school in advance.

Admissions
The provision is open to all children attending the school. We are fully inclusive and aim to support all children effectively. Reasonable adjustments will be made to support children with additional or special educational needs in line with the Equality Act 2010. If your child has any additional needs, please speak to a member of staff so appropriate support can be put in place.

To ensure appropriate staffing ratios and safe supervision, all sessions must be booked in advance.

Breakfast Club

Breakfast Club runs from 7.45am to 8.50am, Monday to Friday, term time only. Children should be brought to the green gate to the left of the main reception and enter through the side hall doors, where they will be registered by a member of staff.

Children may arrive at any point during the session. A range of breakfast options is available, including cereals and toast, along with milk, juice and water. Dietary requirements and allergies are catered for in line with school procedures.

After breakfast, children can take part in a range of activities. They are encouraged to choose how they spend their time, supporting independence and a positive start to the day. At the start of the school day, children are escorted to their classrooms.

If your child will not be attending a booked Breakfast Club session, please inform the school office.

After School Club

The After School Club operates from 3.30pm to 5.45pm, Monday to Friday, term time only.
A member of the After School Club team, alongside a member of KS1 staff, will support younger children with transitioning to the club. Children in KS2 will make their own way to After School Club independently.

Children attending extra-curricular clubs must report to the After School Club staff before their activity. After School staff will take pupils to the member of staff leading the activity and provide a register highlighting those who are expected to return to the club. The After School Manager maintains an overview register of all pupils attending additional activities. On return, children are re-registered to confirm they are back within the provision.

Collection is via the green gate to the left of the main reception. Parents and carers should ring the bell at the door to notify staff of their arrival. Children will only be released to authorised adults. If someone different is collecting your child, this must be communicated to the club in advance. Staff will contact the main parent or carer if there are any concerns. Children will not be permitted to leave the club unaccompanied or with an unknown adult.

A range of activities is available, including indoor and outdoor games, reading, construction activities, art and craft, drawing, puzzles and support with reading or homework. The emphasis is on play and children winding down after the school day. While structured activities are available, children are encouraged to make their own choices to support independence, confidence and wellbeing.

Late Collection of Children

After School Club finishes at 5.45pm and there is no facility to extend beyond this time. We recognise that unexpected delays can occur, but these should be infrequent. If you are delayed, you must contact the After School Club as soon as possible.

If a child is not collected, they will remain in the care of After School Club staff until safely collected. Staff will follow the school's procedures for non-collection, which include:

- contacting the parent or carer using all available numbers
- contacting other authorised emergency contacts listed on the child's record
- continuing to supervise the child on site while attempts to make contact are ongoing

Staff will stay with the child until they are safely collected or handed over under safeguarding arrangements. They will keep trying the parent and authorised emergency contacts. If nobody has been reached by 6.15pm, alert the DSL or deputy and follow the non-collection procedure. Escalate sooner if the child's circumstances give cause for concern.

For urgent social care advice or a referral after the club closes, telephone Nottinghamshire's Emergency Duty Team on 0300 456 4546. Call 999 immediately if the child is in immediate danger. Record actions, advice and the eventual handover.

Late collection may result in an additional charge. Where late collection occurs regularly, the school reserves the right to withdraw a child's place.

Going Home and Signing Out
All children must be signed out by a member of staff at the point of collection.

Safeguarding and Health and Safety
The provision operates in line with the school's Safeguarding and Child Protection Policy and Health and Safety Policy, which are available on the school website.

All staff are appropriately trained and follow school procedures at all times to ensure children are safe and well cared for. Children are supervised at all times, and accurate registers are maintained.

At least one trained first aider is present during each session. Medical needs and care plans are followed in line with school procedures.

Any concerns about a child's safety or wellbeing will be managed in line with the school's safeguarding procedures. All actions will be recorded in accordance with these procedures.

Behaviour
Children are expected to follow the school's Behaviour Policy at all times.

If there are concerns about a child's behaviour, staff will work in partnership with parents and carers to address these. Where concerns persist, a staged approach will be followed in line with the school's Behaviour Policy.

Where behaviour does not improve and impacts the safety or wellbeing of others, this may result in a place being withdrawn.

Accidents and Illnesses
In the event of illness or an accident, school procedures will be followed. Parents and carers will be contacted where appropriate. First aid will be administered by a trained member of staff and recorded.

The provision follows the school's Supporting Children with Medical Conditions Policy, including the safe administration of medication.

Equality
We are committed to providing a safe, inclusive and welcoming environment for all children and families.

The provision reflects the school's equality principles and Single Equality Policy, and reasonable adjustments will be made to support children with additional needs.

Complaints

Any concerns or complaints should be raised in line with the school's Complaints Procedure, available on the school website.

Other policies
The Breakfast Club and After School Club operate in line with all relevant school policies. The provision is overseen by the school's leadership team and governing body.

Appendix 1: Wraparound Questions and Answers

How do I book my child into Breakfast Club and After School Club?

Bookings must be made in advance via SchoolComms (School Gateway). Go to Clubs and select either Breakfast Club or After School Club.

Click 'Make a Booking'. Available dates will then be displayed, allowing you to book sessions in advance. Select the required dates and follow: Book > Add to Basket > View Basket > Checkout. Payment can be made by debit or credit card.

If you are paying using Tax-Free Childcare vouchers, please email the school office to confirm the amount paid. We can then credit your account so that you are able to complete the booking without needing to select 'Pay Now'.

Bookings close:

- 2 days before each Breakfast Club session
- 2 days before each After School Club session

How can I pay a lump sum onto my child's account?

You can add a lump sum by selecting *Top-Up* within the Accounts section. This allows you to maintain a credit balance and avoid making individual payments each time you book.

How do I pay using childcare vouchers or Tax-Free Childcare?

- Submit payment to Mapperley Plains Primary School using your chosen provider. We are registered with a range of providers. Please contact the School Office if you require a registration code.
- At the same time, email **office@mapperleyplains.notts.sch.uk** to notify us of your payment.
- Once payment has been received and verified, your child's account will be credited, enabling you to make bookings. If your balance has not updated and you need to book, please contact the School Office.
- Bookings should then be completed as normal using your available credit. You must maintain a sufficient balance to book using vouchers. If your balance is insufficient, you may still book using a debit or credit card.

Can I cancel a booking if it is no longer required?

Yes. Bookings can be cancelled within the following timeframes:

- Breakfast Club: up to 3 days in advance
- After School Club: up to 7 days in advance

To cancel, go to *Accounts*, select the relevant register, untick the required session and confirm. Your child's account will be credited (this will not be refunded to your original payment method).

Appendix 2: Wraparound Care Parental and Carer Agreement

Mapperley Plains Primary School
Wraparound Care Parental and Carer Agreement

I confirm that I have read and understood the Terms and Conditions relating to Wraparound Care at Mapperley Plains Primary and Nursery School, and I agree to abide by them.

I understand that all bookings must be made in advance using the school's booking system, and that payment is required in advance either by debit or credit card, childcare vouchers or Government Tax-Free Childcare.

Signed	
Name (Parent/Carer):	
Child's name:	
Date:	