



**Wraparound Care (Breakfast and Safari Club)
Handbook 2025/26**

Welcome to Raglan Primary School's wraparound care provision.

We aim to provide a safe, happy, inclusive and caring environment for all our children using Breakfast and After School Club.

Opening Times:

Monday to Friday term time only.

We are open every day during term time with the exception of the last day of the summer term for After School Club as school finishes at lunchtime.

Breakfast Club Hours:

7.45am to 8.50am (Breakfast Service closes at 8.25am)

After School Club Hours:

3.20pm to 6.00pm

(No After School Club on the last day of the summer term due to early school closure)

The Breakfast Club's base is The Studio which is located in the KS1 Playground. To gain access for dropping off children to Breakfast Club please use intercom system on the pedestrian gate in Jaffray Road. Please use the button marked 'Studio' to alert staff that you have arrived.

After Breakfast Club the children are escorted to their classes by our Breakfast Club team.

For After School Club there are designated meeting points for KS1 and KS2 where they are received by After School Club staff and a register is taken. Our arrangements ensure a safe handover of your children from their class teacher to the After School Club Staff.

Collection from After School Club

After School Club is run from both the Lower and Middle Halls. Please collect your children from the office entrance in Raglan Road. Please use the buzzer to alert staff that you have arrived. A member of staff will bring your child to you, where you will be asked to sign out your child before they are handed over. Occasionally if there is an event on in the Lower Hall, After School Club will run from the Studio and collection will be from Jaffray Road – an email will be sent to you in advance to confirm this.

If another person is collecting your child from After School Club you must inform the club no later than 2pm on the day of the collection by emailing admin@raglan.bromley.sch.uk or telephoning the school office. Any person collecting your child must be over the age of 16.

Our Menus:

At Breakfast Club we provide the children with a healthy breakfast consisting of a selection of cereals, toast with various toppings and fruit juice/water. This is prepared in our Studio kitchen and served in the studio by the Breakfast Club staff who have completed food hygiene and first aid training. All special dietary and religious dietary requirements are met as well as allergies. Last orders for Breakfast are at 8.20am.

For After School Club we use our school meals caterer 'Olive Dining', the children receive a varied menu with a hot main course and a choice of dessert or fresh fruit. Fresh drinking water is available although we expect children to have their school water bottle with them to replenish. Most children find that the meal provided is a substitute for dinner at home, but some may need a snack before bedtime as our meal is usually served between 3.45 and 4.30pm.

The menu is rotated on a weekly basis and some changes are made through the year to reflect seasonal availability. Menu examples can be found on our website.

All religious and special dietary requirements together with food allergies are catered for. The After School Club menu is served in the School Lunch Hall by Olive Dining and After School Club staff who are trained in food hygiene and first aid.

Our Activities:

We aim to provide a range of activities to meet the needs of the children in our Clubs. Outside play with adult led sports and ball games and free play. We also offer inside activities with board games, arts and crafts etc.

Breakfast Club is based mainly in the Studio and KS1 Playground, whereas After School Club is based in the Lower Hall, Middle (dinner) Hall and KS2 Playground.

Staffing:

Breakfast and After School Club staff are recruited in line with school recruitment procedures and all staff have enhanced DBS checks. The majority of the staff are school TA staff and so have a wealth of experience of working with children and undertake yearly professional development training in line with the school.

The safety of your child is paramount and we regularly review and update our safeguarding procedures and policies.

Our friendly and professional staff are led by Ms Cindy Carberry – Breakfast Club Leader and Mrs Emma Prescott – After School Club Leader

All administration is dealt with by our Clubs administrator Mrs Kate Schaper who can be contacted in the school office 020 8460 6558.

External and Extra Curricular Clubs:

Some children attending After School Club have external or extracurricular clubs such as tennis, football, art etc.

When children have finished at their external/extracurricular club they are escorted by the external/extracurricular club leaders to After School Club to safely handover to a member of the After School Club team. Children attending other activities prior to After School Club will have a meal saved for them.

If your child is attending any other club before After School Club it is your responsibility to let both the external/extracurricular club leaders and the After School Club leader know that they are to be handed to After School Club. This is in line with our Safeguarding Procedures.

Absence:

If your child is absent from school they may not attend Breakfast or Safari Club.

If for any reason your child will be collected at the end of the school day and therefore will not attend After School Club, you must let the After School Club know by via the School Office. This must be no later than 2pm on the day of non-attendance. No credits or refunds will be issued for non-attendance for any reason including sickness

Booking for Breakfast and After School Club

Parents and Carers should use the Arbor portal to book their sessions. All sessions must be paid for at point of booking. Tax Free Childcare or Childcare Vouchers are accepted as payment but only by prior arrangement with the School Office.

Sessions for Breakfast and After School Club may be booked up to a term in advance using the Arbor online portal. Once sessions are booked these cannot be cancelled or amended for any reason including sickness. To guarantee availability please book at least four weeks in advance as space for both Clubs is limited.

In accordance with our terms and conditions full payment must be made prior to your child attending their first session.

The booking cut off for Breakfast Club and After School Club is 11pm the day before.

Emergency Adhoc Bookings:

Bookings made after the cut off time are classed as an Emergency Adhoc Booking and are charged at an enhanced rate of £10 for Breakfast Club and £20 for After School Club.

Emergency Adhoc bookings can be requested via the School Office subject to availability.

Tax Free Childcare and Childcare Vouchers are **not accepted for adhoc bookings** as immediate payment must be made at point of booking to confirm the place. Failure to make payment for adhoc bookings will result in the loss of the facility to make further bookings.

Emergency Adhoc bookings are not guaranteed and are subject to availability	Breakfast Club	After School Club
Confirmed Booking	£7.00	£13.50
Emergency Adhoc Bookings Bookable through the school office only.	£10	£20.00
Late Collection Fees	Not applicable	£5 for every 5 minutes

Please note: Fees are reviewed annually.

Payments:

Fees are due in advance at the point of booking. Payment should be made via Arbor. We also accept payment with Childcare Vouchers and Tax Free Childcare **by prior arrangement only.** Tax Free Childcare or Childcare Voucher payments must be received no later than 5 working days after the booking. Please give full details of your provider including your child's unique reference number so that any payments can be added to your account. Failure to make payment will result in the removal of your ability to book sessions using Tax Fee or Childcare Voucher Payments and the removal of your child from the Club.

Provider Name	Account Number and Details
Tax Free Childcare (HMRC)	Please select Raglan Primary School use postcode BR2 9NL to locate.
Edenred	P21054344
Computershare	0023241683
Sodexo	846156
Childcare Grant Payment Service	CCG864978
Please contact the school office if you wish to use any other provider.	

Late Payment of Fees:

Fees are due in advance. If fees are not paid we will follow our debt procedure, if this is exhausted we reserve the right to withdraw your child's place. We also reserve the right to offset any payments made to the school, for example for educational visits, school meals etc. to the arrears.

Every effort will be made to reach an agreement with regard to outstanding fees, if parents or carers are having difficulty in making payments, we will invite them firstly for a meeting with the Headteacher to discuss a payment plan. If an agreement cannot be reached or the payment plan is not adhered to, we reserve the right to take court action to recover the fees.

Behaviour:

Both Breakfast and After School Club work in line with the school's policy on behaviour, which sets out clearly the expectation for behaviour. We expect the same positive behaviour at both Clubs, consistent misbehaviour will result in your child's place being withdrawn.

Additional Needs:

We make every effort to accommodate and welcome any child with additional needs. To support this please ensure you give as much information as possible on your registration form to enable the Club staff to best support your child.

Illness or Accidents:

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club, we will contact you and will ask for arrangements to be made for their immediate collection.

Please inform the Club Manager of any infectious illness your child contracts. In line with the school's policy please do not send them to the club for 48 hours after the illness has ceased.

Every precaution is made to secure the safety of our children, however should an accident occur whilst your child is in our care they will be taken care of by a qualified first aider.

If your child has an accident whilst in our care you will be informed when you collect your child.

In an emergency or if the injury is severe you will be contacted immediately.

Medication:

Please let the Club Leader know if your child is taking any prescribed medication. The Clubs will have access to medication kept in school if necessary but please make the Club aware of any medical issues.

If you have any queries or need to discuss any matters concerning your child, please feel free to arrange a meeting with the Club Leaders.

Finally, we hope your child enjoys their time at Breakfast or After School Club, if you should have any concerns please raise this firstly with the Club leaders or email the school office admin@raglan.bromley.sch.uk

Many thanks,

The Breakfast and After School Club Teams.