

Wraparound Care Policy & Late Collection Framework

Low Ash Primary School



Approved by:	The Governing Body	15.7.26
Last reviewed on:	New Policy	
Next review due by:	Summer 2027	

Signed: Chair of Governors

1. Purpose

This policy sets out how charges for wraparound childcare are applied, collected and reviewed. It ensures charges are fair, transparent, lawful and compliant with Local Authority financial regulations.

2. Legal Framework

The Governing Body has the power to charge for wraparound childcare under:

- Section 27 of the Education Act 2002
- The School Standards and Framework Act 1998
- The Local Authority Scheme for Financing Schools

Wraparound childcare is **non-statutory provision** and may be charged for.

3. Scope of Charges

Charges apply to:

- Breakfast Club
- After-School Club

Charges do **not** apply during the statutory school day.

4. Charging Structure

Charges are set annually by the Governing Body and reviewed in line with:

- Staffing costs (including LGPS on-costs)
- Sustainability of the provision
- Local affordability and benchmarking

Current Charges (Example)

- Breakfast Club **7.45am -8.45am – £5.00**
- After school extra curricular clubs – **3.15pm – 4.15pm £5.00**
- After-school care from **4.15pm 5:00pm – £5.00**
- After-school care from **4.15pm 6:00pm – £10.00**
- After-school care from **end of the school day until 5:00pm – £10.00**
- After-school care until **end of the school day until 6:00pm – £15.00**

Charges are **per child, per session**.

5. Payment Arrangements

- Payment must be made **in advance**
- Payments are processed via:

- ParentPay
 - Parentpay by providing Childcare vouchers / Tax-Free Childcare codes
- Bookings are only confirmed once payment is received

6. Bookings, Cancellations and Refunds

- Bookings are required in advance (weekly)
- Refunds are **not issued** for non-attendance unless:
 - The club is cancelled by the school
 - Exceptional circumstances are agreed by the Headteacher
- Sessions missed due to illness are **non-refundable**

7. Non-Payment

- Failure to pay may result in:
 - Withdrawal of wraparound provision
 - Referral to the school's debt recovery process in line with LA guidance
- Persistent non-payment will be reported to the Resources Committee

8. Subsidies and Remissions

The school may use discretion to subsidise places for:

- Vulnerable pupils
- Families experiencing temporary financial hardship

Subsidies may be supported through:

- Pupil Premium (where appropriate)
- School hardship arrangements

All remissions are:

- Time-limited
- Reviewed regularly
- Approved by the Headteacher

9. Equality and Inclusion

Charges will be applied consistently. Reasonable adjustments will be considered for pupils with SEND where this does not compromise staffing ratios or safety.

All children will be risk assessed before they join the club to ensure that the school can meet the needs of the children. Where additional support is required for a child the carer/parent will be given the option to pay for this so their child can access the provision.

10. Monitoring and Review

- Charges reviewed annually
- Take-up and affordability monitored termly
- Policy reviewed every 1 years or sooner if required

1. Late Collection Framework

(Wraparound Childcare)

1. Purpose

This framework sets out procedures for late collection to:

- Safeguard children
- Support staff wellbeing
- Ensure fairness and consistency for families

2. Collection Expectations

Parents/carers must:

- Collect children **promptly by their booked time**
- Ensure contact details are kept up to date
- Inform the school **as soon as possible** if delayed

3. Late Collection Charges

Late collection charges apply to discourage persistent lateness and to cover additional staffing costs.

Charges

- Up to **15 minutes late**: £10
- Each additional **15 minutes**: £10

Charges apply **per child** and are added to the ParentPay account.

4. Procedures for Late Collection

Step 1: Initial Delay

- Staff attempt to contact parents/carers
- Child reassured and supervised

Step 2: Continued Delay (15+ minutes)

- Emergency contacts called

- Late fee applied

Step 3: Persistent or Serious Delay

- Incident logged
- Headteacher informed
- May trigger safeguarding concern

5. Safeguarding Escalation

If a child is not collected and:

- No contact can be made, or
- Delays are frequent,

the school may:

- Treat the matter as a safeguarding concern
- Follow LA safeguarding procedures
- Contact Children's Social Care or the Police if necessary

6. Persistent Late Collection

Where late collection occurs regularly:

- Parents may be required to meet with the Headteacher
- Continued access to wraparound provision may be withdrawn
- Alternative arrangements may be required

7. Exceptional Circumstances

Late fees may be waived at the discretion of the Headteacher in exceptional circumstances (e.g. serious emergencies).

8. Staff Responsibilities

- Maintain accurate registers and incident logs
- Follow safeguarding procedures at all times
- Report concerns promptly to the DSL

9. Monitoring and Review

- Late collections monitored termly
- Patterns reported to governors
- Framework reviewed annually