



ST. BERNADETTE'S

CATHOLIC PRIMARY VOLUNTARY ACADEMY

OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

Wraparound Care Policy

which includes our Terms and Conditions
for the Provision of Wraparound Care

Striving for excellence in all that we do, reflecting the Light of Christ to the world



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This policy operates in accordance with the teachings of the Catholic Church¹
and our Academy Mission Statement².

Approved by: the Local Governing Body, Lent Term 2025.
Next Review: Lent Term 2027.

¹ The teachings of the Catholic Church are detailed in the Catechism of the Catholic Church published by the Catholic Truth Society, London, an Official Publisher to The Holy See.

² The Academy Mission Statement is located on page 4 of this policy and on our website.

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ST. BERNADETTE'S

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MISSION STATEMENT

Jesus said: "I AM the Light of the World."

By the Light of Jesus Christ, God reveals to each of us who He is.
God is Love, and His Love is revealed in Truth, Goodness, and Beauty.
God's Love is revealed in His Creation, in our beautiful world, in His Holy Catholic Church, in our families, in our friends, and in every human person, and we welcome all in the Holy Name of Jesus.
At St. Bernadette's, we believe that every child is a precious gift from God to each of our families, created in His own image and likeness so as to radiate His Love, Truth, Goodness, and Beauty.
We believe that every child has been blessed by God's Grace to know Him and love Him, and to know of God's infinitely deep and abiding Love for each of His children.
Upon entering our academy, children are welcomed into a loving, caring, safe, and nurturing environment, beginning a journey with us through which they will grow and mature, blossom and flourish.
We help our families to form their children by providing a well-rounded education, full of challenge and rigour; fun and creativity; excitement and wonder.

'Striving for excellence in all that we do, reflecting the Light of Christ to the world'

Our academy motto expresses our firm and enduring commitment to endeavour for excellence.
We believe that every child has been created by God to strive for excellence in all aspects of life, and when united in friendship with Jesus, they are empowered to reflect the Light of Christ to the world.

**Jesus said: "I AM the Way, the Truth, and the Life."
"I have come so that they may have life, and have it to the full."**

JESUS IS 'THE WAY' so let us walk in His footsteps of Love and Friendship, and follow His example of Goodness.

JESUS IS 'THE TRUTH' so let us listen to what He says, believe His teachings, and profess His Gospel.

JESUS IS 'THE LIFE' so let us live by His commandments to love God, and love our neighbour.

When we do these things, Jesus will help us to lead the life He wants us to have, 'and have it to the full'.
Just as Jesus said that He is 'the Cornerstone' on which we should build our whole lives, in the same way, our Cornerstone Values, centred on Christ, provide the firm foundation for all that we do in our academy.

OUR CORNERSTONE VALUES

- LOVE** To love God with all our heart, soul, and mind; and to love our neighbour as Jesus loves us.
- VIRTUE AND GOODNESS** To grow in virtue, becoming more like Jesus in what we think, say, and do. To be well-behaved and well-mannered; courteous and polite; considerate and helpful; kind and forgiving.
- PRAYER AND SERVICE** To be friends with Jesus through prayer and devotion, liturgy, and worship of God. To live the Gospel in service of others – our family, academy, parish, the wider community, and in charitable outreach to those less fortunate than ourselves; the poor, the disadvantaged, and the suffering.
- RADIANCE** To enkindle our God-given gifts and talents, so that we may shine like bright stars for all to see.
- JOY** To aspire to be happy, cheerful, and healthy; confident yet humble; compassionate and heroic.
- WONDER** To be inspired by a spirit of enquiry and wonder, taking delight in creativity and discovery.
- EXCELLENCE** To strive for excellence, and have high aspirations to work hard and achieve our very best.

We believe that every child is unique and special, created by God for a special reason, with a unique mission – a vocation which God is calling them towards – and we believe that God has blessed each child with the character, gifts, and talents to help them succeed and be happy in their mission.

At St. Bernadette's, it is our honour and our passion to help, support, and encourage each child to fulfil their God-given potential, and ready them to contribute positively to society in service of others.

Walking in footsteps of love with Jesus, following the example of Our Lady of Lourdes and Saint Bernadette, may each child come to know of their special place in God's Heart, and when 'Heart speaks unto heart', may each child have the trust and confidence to pray the words of this prayer by Saint John Henry Newman:

**'God has created me to do Him some definite service.
He has committed some work to me which He has not committed to another.
I have my mission.'**



Patron Saint

Saint Bernadette

We ask and pray for the guiding and sustaining influence and powerful intercession of this holy saint in the implementation of this policy for our academy.



Saint Bernadette (A.D. 1844 – A.D. 1879) was born into a Catholic family in Lourdes, a small town in southern France nestled in the foothills of the Pyrenees. Her mother and father lived at the Boly Mill, working as millers to supply flour to the 4000 inhabitants of Lourdes. When she was only 10 months old her mother fell ill and was unable to look after her, so Bernadette was given to the care of family friends who lived in Batrès, a small village three miles from Lourdes. Bernadette was just over two years old when she was brought back to her family home. In the years ahead growing up she was always making herself useful around the house, and liked to look after her younger sister and brothers while her parents worked hard in the mill. Despite only making a meagre living to help bring up their growing family, Bernadette's parents were well known for their kindness, often giving away free sacks of flour to the poorest people in the town. Nevertheless, after 10 years of hard toil, they were no longer able to afford the rent on the mill or the repairs needed to its ageing equipment, so Bernadette's family were forced to leave their home.

Her father found work in smaller mills locally, and her mother worked on the land and washing laundry, but despite this they were reduced to penury. Homeless and wheeling a cart of their scant possessions through the streets, they found refuge in the Cachot, a dark, damp dungeon of an old prison, measuring just 4 by 4.5 metres. Already suffering from asthma, Bernadette had been badly affected by a plague of cholera a few years before, and in the summer of 1857 she returned to Batrès to live with her Godparents for a little while. Her parents hoped that living in the countryside away from the damp Cachot might help her fragile health, and Bernadette enjoyed caring for her Godparents' five young children and working in the fields as a shepherdess to help the family.

When Bernadette returned home to the Cachot in February 1858, it was from here that she would set out, one cold winter's day, to search for firewood for the family home, and encountered the Queen of Heaven! The Blessed Virgin Mary visited Bernadette 18 times between February and July that year. Soon afterwards, Bernadette discerned a vocation to the religious life as a nun. Ill-health forced her to stay in the hospice at Lourdes until July 1866 when she left for Nevers, entering the Convent of Saint Gildard at the age of 22. As Sister Marie-Bernard she was quiet and humble, devout in prayer, gentle and compassionate in her work in the infirmary, and most reverent in her work as a sacristan. Her fragile health caused her to suffer greatly during her time at the convent but she offered this joyfully to God until her death in 1879 at the age of 35.

1 What is Wraparound Care?

- ❖ **Wraparound Care**, as referred to in this policy document, is a provision of care offered by the academy for our pupils. Wraparound Care is offered both before school starts in the morning and after school finishes at home time in the afternoon up until 5.45 p.m.
- ❖ Wraparound Care is offered Monday to Friday during term-time throughout the school year, excluding staff training days.
- ❖ Wraparound Care offered in the morning, before school starts, is offered in two sessions called **Breakfast Club** and **Wake Up and Shake Up**.
- ❖ Wraparound Care offered in the afternoon, after school finishes at home time, is offered in three sessions called **After-School Care** as well as **Extra-Curricular Clubs** which are offered in the first session after school finishes.
- ❖ All Wraparound Care sessions are booked and paid for through the Arbor App. There is a cost per session which is used to cover our costs in providing this service.

2 Aims

We will endeavour to provide:

- ❖ a reliable **Wraparound Care** service that parents/carers can rely upon both in a morning before school starts and in an afternoon after school finishes
- ❖ a safe and warm environment that is friendly and welcoming to all children with suitably qualified staff who are dedicated and empathetic, caring and considerate
- ❖ a place which meets the needs of all children and enables them to blossom and flourish:
 - ❖ both early in a morning before school starts, getting them ready for the day ahead
 - ❖ and after school finishes, further enriching their day with **Extra-Curricular Clubs** full of fun and challenge, and **After-School Care** with themed sessions ready to inspire children, empowering them to express their creativity, and bring them lots of enjoyment after a long day at school
- ❖ opportunities that provide access to a variety of engaging and stimulating resources and equipment that are accessible to all children
- ❖ access to both indoor spaces, and outdoor spaces as and when deemed appropriate, allowing time for recreation and refreshment
- ❖ a choice of food and healthy snacks to promote healthy eating
- ❖ opportunities to complete homework if requested by the child or parent.

3 Opening Times of Sessions

- ❖ **Wraparound Care** provision is open during term-time only, excluding staff training days.
- ❖ **Breakfast Club** runs Monday to Friday, from 7.30 a.m. – 8.20 a.m.
- ❖ **Wake Up and Shake Up** runs Monday to Friday, from 8.20 a.m. – 8.30 a.m.
- ❖ **Extra-Curricular Clubs** run Monday to Friday, from 3.00 p.m. – 4.00 p.m.
After-School Care runs Monday to Friday, from 3.00 p.m. – 5.45 p.m. in three sessions:
 - ❖ 3.00 p.m. – 4.00 p.m.
 - ❖ 4.00 p.m. – 5.00 p.m.
 - ❖ 5.00 p.m. – 5.45 p.m.

4 Age Range and Capacity for Sessions

- ❖ **Breakfast Club** is available for pupils in Nursery, Reception, and Years 1–6, and has a capacity of 38 children (which includes a maximum of 8 Nursery pupils).
- ❖ **Wake Up and Shake Up** has a capacity of 60 children (with a maximum of 8 Nursery pupils).
- ❖ **Extra-Curricular Clubs** and **After-School Care** is available for pupils in Reception and Years 1–6. Please check the Wraparound timetables to see the specific age range for each of the sessions. After-School provision has a capacity of 50 children: **Extra-Curricular Clubs** and **After-School Care** both have 25 places available in the first hour from 3.00 p.m. – 4.00 p.m.; then in the two sessions of **After-School Care** that follow (beginning at 4.00 p.m. and 5.00 p.m.) there are 50 places available.

5 Admission to Wraparound Care

Breakfast Club and Wake Up and Shake Up

- ❖ Places for **Breakfast Club** must be **booked in advance** on the **Arbor App**. When children finish **Breakfast Club** they go directly into **Wake Up and Shake Up**. If there are any spaces left, children can enter the **Wake Up and Shake Up** session from 8.20 a.m. without booking.
- ❖ We encourage parents to book as early as possible due to limited places, and by no later than 7.00 a.m. on the day of the session.

Extra-Curricular Clubs and After-School Care

- ❖ Places for **all sessions** which take place after school must be **booked in advance** on the **Arbor App**.
- ❖ We encourage parents to book as early as possible due to limited places, and by no later than 12.00 noon on the day of the session.
- ❖ Requesting a place after 12.00 noon may be considered in exceptional circumstances, dependent on availability.
- ❖ Late requests for a place must be made by phoning the Academy Office.

6 Fees for Sessions of Wraparound Care

Wraparound Session	Time of Session	Cost per Session	Reduced Costs for Pupil Premium Pupils
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BEFORE-SCHOOL SESSIONS

Breakfast Club	7.30 a.m. – 8.20 a.m.	£3.00	50% reduction for Pupil Premium Pupils: Cost per session £1.50
Wake Up and Shake Up	8.20 a.m. – 8.30 a.m.	No Cost	No Reduction Applicable

AFTER-SCHOOL SESSIONS

Extra-Curricular Club and After-School Care	3.00 p.m. – 4.00 p.m.	£4.00	50% reduction for Pupil Premium Pupils: Cost per session £2.00
After-School Care	4.00 p.m. – 5.00 p.m.	£5.00 (this session includes a light tea)	50% reduction for Pupil Premium Pupils: Cost per session £2.50
After-School Care	5.00 p.m. – 5.45 p.m.	£3.00	50% reduction for Pupil Premium Pupils: Cost per session £1.50

- ❖ Payment needs to be made on booking and in advance of attendance. Children will not be admitted if sessions have not been booked and paid for.
- ❖ If a session of **Wraparound Care** is booked through the Arbor App but not used, for example: because of a child's absence due to sickness, of which the academy must be informed; or if the school is closed because of heavy snow; the payment will remain as a credit on your account and can be used for the next Wraparound session you may wish to book for your child.
- ❖ If you are eligible to pay for sessions of the school's Wraparound Care through government-approved voucher schemes, including *Childcare Grant Payment Service*, *Computershare Voucher Services*, *Tax-free Childcare* or any other eligible voucher schemes, please contact Mrs. Southwick in the Academy Office to facilitate the use of the vouchers to pay for Wraparound Care.
- ❖ If you expect to be late collecting your child, please notify the academy as soon as possible.
- ❖ **If a child is collected later than ten minutes after the finish of the First and Second After-School sessions, a fee will be incurred in line with the full Wraparound fees for the next session.** So if a child has been booked into the First Session from 3.00 p.m. – 4.00 p.m. and is collected after 4.10 p.m. there will be an additional fee of £5.00 incurred for the next session (£2.50 for Pupil Premium Pupils), etc.
- ❖ **For children being collected at 5.45 p.m., late pick-ups of more than 5 minutes will be charged at £5.00 per 15 minutes** in order to cover for emergency staffing costs as the school site is closed and locked at 6.00 p.m.
- ❖ The academy is not responsible for collection of fees from any third parties.
- ❖ The academy will give parents/carers a minimum of one month's notice if we are to increase fees which will be reviewed annually, normally in April, and taking effect in September.

7 Contacting the academy about Wraparound Care

- ❖ If contacting the school about **Wraparound Care during school hours:** (for example, about bookings or government-approved vouchers being used, etc.) please contact the Academy Office on the usual telephone number: 01724 842382.
- ❖ If contacting the school about **Wraparound Care during Wraparound Care hours:** (7.30 a.m. – 8.30 a.m. in the morning, and 3.00 p.m. – 5.45 p.m. in the afternoon) to notify us of your child's absence from a session of Wraparound Care, or that you are going to be late collecting your child from a session of Wraparound Care, please contact the Wraparound Leader on this number: 01724 373100.

8 Fees incurred by late collection of children (after home time) who have not been booked into Wraparound Care

- ❖ At home time, if children have not been booked into a session of our **Wraparound Care**, (either the **Extra-Curricular Club** or the **After-School Care**) parents must collect their child/children from the school at home time, 3.00 p.m.
- ❖ If parents are going to be late arriving at school they must inform the Academy Office of this.

PLEASE NOTE: If your child has not been booked into Wraparound Care and remains at school later than 3.15 p.m. they will be taken to join the **After-School Care session and a fee will be incurred for attendance at this session.** This is done to cover our costs for providing this service.

The fee is exactly the same as if you had booked the session in advance.

For example, collecting your child anywhere between 3.15 p.m. – 4.00 p.m. will incur a fee of £4.00 (or £2.00 for Pupil Premium Pupils) for attendance at this session.

In summary, after 3.15 p.m. the fees incurred for late collection of children will be exactly the same as the Wraparound fees for the After-School session(s) attended.

These fees have been introduced in the interests of fairness to all the parents who **are** paying for After-School Wraparound Care.

The school and Local Governing Body believe that any child who remains at the school later than 3.15 p.m. will require adult supervision in our After-School Care, regardless of whether a booking *has* or *has not* been made. In all cases the same fee is payable for the care provided.

This approach ensures that **all parents are being treated equally** for the academy's provision of After-School Wraparound Care.

9 Facilities

- ❖ The academy hall will be used for both Before-School and After-School provision. Some classrooms may be used for some After-School Extra-Curricular Clubs.
- ❖ Toilets within the Key Stage 1 corridor will be available for pupils to access Before-School and After-School provision. A disabled toilet is available within the Early Years Foundation Stage corridor (adult supervision will be in place to ensure access to this toilet).
- ❖ Weather and daylight hours permitting, the academy playground and field will be used to provide outdoor play opportunities in the second session of After-School Care between 4.00 p.m. – 5.00 p.m.

10 Food

- ❖ The academy kitchen will be used to prepare and cook any food.
- ❖ Food hygiene certificates are held by all staff working in the Wraparound Care provision.
- ❖ The Teatime Menu will be reviewed periodically and parents will be notified of any changes.

11 Staffing

- ❖ Before-School and After-School provision will be staffed by the following:
 - ❖ Wraparound Leader (holding a Level 3 qualification)
 - ❖ Wraparound Assistant (holding a Level 2 qualification)
- ❖ Additional staffing for Extra-Curricular Clubs between 3.00 p.m. – 4.00 p.m. is provided by teachers and teaching assistants.

12 Safeguarding

- ❖ The academy takes safeguarding matters very seriously and does all it can to protect its children from harm, abuse, and neglect.
- ❖ All staff have completed Level 2 Safeguarding Children training.
- ❖ All staff have completed training on the Keeping Children Safe in Education document.
- ❖ All staff hold a Paediatric First Aid certificate.
- ❖ The Wraparound staff will report any concerns to the academy Designated Safeguarding Lead, Miss L. Smith, or the academy Deputy Designated Safeguarding Leads, Mr. M. Strong and Mr. A. Strong.
- ❖ The academy's Safeguarding Policy and Online Safety Policy will be adhered to during all of our Wraparound Care provision.

13 Behaviour

- ❖ The academy's Behaviour Policy will be adhered to during all of our Wraparound Care provision.
- ❖ When a pupil's behaviour is not in line with the expectations of our Behaviour Policy, the academy reserves the right to remove the pupil's access to Wraparound Care provision.

14 Accident and Illness

- ❖ In the event of accident or illness, the Wraparound Care staff will administer first aid and any emergency treatment as required, with the academy's First Aid Policy being adhered to during all sessions of Wraparound Care, for both Before-School and After-School provision.
- ❖ All Wraparound Care staff, offering Before-School and After-School provision have undertaken paediatric first aid training.

15 Timetables

- ❖ Please see the following timetables for an overview of Before-School and After-School provision.
- ❖ Please note that the nature of the clubs on offer between 3.00 p.m. – 4.00 p.m. may vary over time and will be communicated to parents by the academy at the start of each term.

Wraparound Care Timetable

BEFORE-SCHOOL SESSIONS

Session Times, Age Range, Capacity, and Costs	Monday	Tuesday	Wednesday	Thursday	Friday
FIRST SESSION 7.30 a.m. – 8.20 a.m. ***** Nursery – Year 6 ***** Capacity 38 children (maximum of 8 Nursery pupils) ***** BOOK IN ADVANCE £3.00 Pupil Premium Cost £1.50 *****	BREAKFAST CLUB (selection of cereals, toast, beans, yoghurts and fruit, plus games and activities)				
SECOND SESSION 8.20 a.m. – 8.30 a.m. ***** Nursery – Year 6 ***** Capacity 60 children (maximum of 8 Nursery pupils) ***** NO BOOKING REQUIRED No Cost *****	WAKE UP AND SHAKE UP (exercise to music)				

Wraparound Care Timetable

AFTER-SCHOOL SESSIONS

Session Times, Age Range, Capacity, and Costs	Monday	Tuesday	Wednesday	Thursday	Friday
FIRST SESSION 3.00 p.m. – 4.00 p.m. ***** Reception – Year 6 For age range of each Club in this session please look at the day by day chart ***** Capacity 50 children ***** BOOK IN ADVANCE £4.00 Pupil Premium Cost £2.00 *****	EXTRA - CURRICULAR CLUBS There will be different Extra-Curricular Clubs offered each day between Monday and Friday. The clubs on offer may vary each term. All clubs will be advertised before the start of each term. PLEASE NOTE: Extra-Curricular Clubs must be booked in advance for the whole term.				
	Mindfulness Club Helping children approach life with a positive mindset Reception – Year 6 25 places	Cookery Club Using a range of recipes to learn how to enjoy cooking Year 1 – Year 6 25 places ***** Finishes at 4.15 p.m.	Key Stage 2 Movie Club Watching movies with friends, a drink and some popcorn Year 3 – Year 6 25 places	Lego / Construction Club Building with blocks and other items Reception – Year 6 25 places	Music Club Enjoy learning how to sing and begin to play instruments Year 1 – Year 6 25 places
	AFTER - SCHOOL CARE There will be themed sessions offered each day between Monday and Friday. The sessions on offer may vary each term. All sessions will be advertised before the start of each term.				
	Arts and Crafts Club Using a wide range of techniques to complete themed projects Reception – Year 6 25 places	Games Night Club A selection of great board games Reception – Year 6 25 places	Reception and Key Stage 1 Movie Club Watching movies with friends and snacks Reception – Year 2 25 places	STEM Club Science, Technology, Engineering & Maths related challenges and projects Reception – Year 6 25 places	Book Club Reading books and completing related activities Reception – Year 6 25 places
SECOND SESSION 4.00 p.m. – 5.00 p.m. ***** Reception – Year 6 ***** Capacity 50 children ***** BOOK IN ADVANCE £5.00 Pupil Premium Cost £2.50 *****	AFTER - SCHOOL CARE 50 places At the start of this session a light tea is provided each day				
	Light Tea Pasta with Cheese and optional Tomato Sauce	Light Tea Sandwiches / Wraps	Light Tea Cheese and Tomato Pizza	Light Tea Beans / Hoops on Toast	Light Tea Cheese Rolls / Sausage Rolls
	As well as the main teatime offer, each day children have a choice of the following: fruit, veggie sticks, cheese and crackers, toast, and yoghurts. Juice or milk also provided. The Teatime Menu will be reviewed periodically and parents will be notified of any changes.				
THIRD SESSION 5.00 p.m. – 5.45 p.m. ***** Reception – Year 6 ***** Capacity 50 children ***** BOOK IN ADVANCE £3.00 Pupil Premium Cost £1.50 *****	AFTER - SCHOOL CARE 50 places				
	Each day, there is time to play with indoor toys, board games with friends, opportunity to complete homework, and time with iPads or Chromebooks.				

16 Agreement

- ❖ This policy/terms and conditions represent the entire agreement and understanding between the academy and parents regarding Before-School and After-School provision. We reserve the right to update/amend these terms and conditions at any time. One month's notice will be given of any changes made and will be updated on the academy's website for parents/carers to view. Facilitated through Arbor, when making a booking for any Wraparound Care you are acknowledging that you have read and understand our **Terms and Conditions** as contained within this policy and agree to be bound by them.

17 Linked Policies

- ❖ Safeguarding Policy
- ❖ Behaviour Policy
- ❖ First Aid Policy
- ❖ Intimate Care Policy
- ❖ Online Safety Policy

18 A Prayer of Saint Bernadette

Prayer is a raising of the heart and mind to God, and it is through prayer, offered in faith and with hope in the loving care of God for each of us, that we can look to live life with joy and cheerfulness for the graces and blessings He has bestowed upon us.

Jesus alone as my Goal,
Jesus alone as my Master,
Jesus alone as my Model,
Jesus alone as my Guide,
Jesus alone as my Joy,
Jesus alone as my Wealth,
Jesus alone as my Friend!



And after they had performed all things according to the law of the Lord, they returned into Galilee, to their city Nazareth. And the child grew, and waxed strong, full of wisdom; and the grace of God was in Him. And His parents went every year to Jerusalem, at the solemn day of the Passover, and when He was twelve years old, they went up to Jerusalem, according to the custom of the feast, and having fulfilled the days, when they returned, the child Jesus remained in Jerusalem, and His parents knew it not.

And it came to pass, that, after three days, they found Him in the temple, sitting in the midst of the teachers, hearing them, and asking them questions. And all that heard Him were astonished at His wisdom and His answers. And seeing Him, they wondered. And He went down with them, and came to Nazareth, and was obedient to them. And His mother kept all these words in her heart. And Jesus advanced in wisdom, and age, and grace with God and men.

The Holy Gospel of Jesus Christ according to Saint Luke, Chapter 2, Verses 39-43, 46-48, 51-52

Striving for excellence in all that we do, reflecting the Light of Christ to the world

ST. BERNADETTE'S CATHOLIC PRIMARY VOLUNTARY ACADEMY

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OUR LADY OF LOURDES' CATHOLIC MULTI-ACADEMY TRUST
Diocese of Nottingham