



Wrestlingworth Infant and Dunton Junior C of E Schools Federation

Wraparound Policy **(Incorporating Early Birds and Treehouse)**

Reviewed by:	Maria Poultney / Naomi Catmur
Date of Review:	November 2025
Ratified by Governors:	Delegated
Review Cycle:	2 years or sooner if changes are made
Next Review:	November 2027

From the smallest seeds grow the biggest trees

OUR CHRISTIAN VISION

“The kingdom of heaven is like a mustard seed. A man plants the seed in his field. That seed is the smallest of all seeds. But when it grows, it is one of the largest garden plants. It becomes a tree, big enough for the wild birds to come and make nests in its branches.”

Matthew 13:31-32, International Children’s Bible

We believe each child is like a mustard seed, growing and thriving in our Church school family. All children are nurtured here and flourish through our teaching and care. We empower children to seek out the opportunities, responsibilities and experiences of life; children are inspired to be the best that they can be. Everyone is valued and able to grow in the love of God.

Whoever you are, you are welcome here.

Introduction

The Early Birds before school club and The Tree House after school club is run by Wrestlingworth Infant and Dunton Junior C of E Church Federation and exists to provide high quality out of school hour's childcare for our parents and families. They provide a range of stimulating and creative activities in a safe environment.

Early Birds operates from 7.45am to 8.45am Monday to Friday term time only at Dunton Junior School. Tree House operates from 3.30pm to 5.45pm Monday to Friday term time only at Wrestlingworth Infant School for pupils who attend Wrestlingworth and 3.15pm to 5.45pm at Dunton Junior School for pupils who attend Dunton. Children that attend either school can attend Early Birds at Dunton and will be transported by school bus if they are a pupil at Wrestlingworth. There is currently no before school wraparound care based at Wrestlingworth.

All parents must complete a registration and booking form for each child attending wraparound care. By signing the registration form you are agreeing to adhere to the terms of this policy.

A copy of this policy, registration forms and booking forms are available on the school website.

The term 'wraparound care' in this policy denotes both Early Birds and Tree House.

Admissions

- Only children attending Wrestlingworth Infant School or Dunton Junior School are eligible to attend our wraparound care
- We have 24 places at Early Birds and 24 places at both Tree House's.
- All places are subject to availability
- Places at Early Birds may be subject to availability on school transport (if required)
- The registration process must be completed prior to the child's commencement at the wraparound care
- All parents must read this policy which is available on our website.
- Non-contracted pupils are welcome to use our wraparound care on an ad-hoc basis provided there are available spaces and a registration form has been completed in advance.
- All wraparound staff are made aware of the details of a new child
- Where a child has a specific individual need, including a disability, admission will be based on staffing levels being able to support the needs of the child
- Children's attendance is recorded in a register
- If you require a place on a day that is full, you will be placed on a waiting list and contacted once a place becomes available. The waiting list is held in date order of when a place is requested.
- Wraparound users will be sent a new booking form every summer term (June or July), asking for their wraparound requirements for the new academic year. Existing places will be honoured.

Arrival and Departure

Early Birds

- Parents or Carers are required to bring their child into Early Birds at Dunton, via the side door on the playground and will be greeted by a member of Early Birds staff.
- Children that attend Dunton will be allowed to go to their classrooms at 8.45am
- Children that attend Wrestlingworth will be escorted to the bus by a member of staff at 8.45am
- Any required or emergency medication such as inhalers will be kept with a member of staff at all times
- All children must be dropped off by an adult. However, if your child is in Year 5 or 6, you may request permission for them to arrive alone by completing a consent form and obtaining approval from the school before they begin wraparound care.

- Parents/Carers must not use the school car park or park on the yellow zig zags when dropping off.

Tree House

- Tree House children that attend Dunton will be escorted to the practical room in the Upper Key Stage 2 block by a member of Tree House Staff
- Any required or emergency medication such as inhalers will be kept with the child's belongings
- Tee House children that attend Wrestlingworth will be escorted from their classroom into the school hall at 3.30pm.
- All children will be marked on the Tree House register by Tree House staff
- Tree House staff will liaise with the school office regarding any children that are absent
- When a child is collected at the end of or during a session, Parents/Carers must ring the intercom doorbell at the front entrance of the school and wait to be greeted by a member of staff. Parents must wait in the porch / lobby and not enter the main school building.
- Tree House staff will then ask the child to gather their belongings and will be escorted to the front door to meet their parent/carer.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents/carers must inform the school office if they are going to be absent from Tree House by 2.30pm on the day of absence.
- Parents/Carers must not use the school car park or park on the yellow zig zags when collecting.

Daily Routine

Early Birds

- 7.45am-8.45am parents bring their child to the side door on the playground at Dunton and wait to be greeted by a member of Early Birds staff
- Upon arrival children are able to enjoy a breakfast from a range of items
- Children can choose from a range of activities on offer
- Children are encouraged to help tidy away at the end of the session
- At 8.45am children will either be escorted to the bus or to can go to their classroom

Tree House

- 3.30pm - children arrive in the school hall ready for Tree House (Wrestlingworth)
- 3.15pm – children are escorted to the practical room for snack time in the Upper KS2 block (Dunton)
- Children will sit down and be offered a choice of healthy snacks
- Children can then choose from a range of play and planned activities, both indoors and outdoors

Behaviour

Whilst attending wraparound care children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- choose and participate in a variety of activities
- not disturb school staff that may still be working
- Ask for help if needed

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising positive behaviour
- Informing parents of individual achievements
- All children are expected to follow the school ethos of Ready, Respectful, Safe

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, if necessary, a child will be temporarily removed from the activity
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between children to try and resolve conflicts through discussion and negotiation
- Staff will inform parents of any issues with behaviour
- Our Head of Schools will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour
- Unwanted behaviour is recorded using the school's Wraparound logs

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the school may decide to terminate the child's place at wraparound care. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents/injuries will be recorded in the accident book and a copy of the form will be given to parents upon collection. Wraparound will retain a copy for their records.
- Accident records will give details of time, date, nature of the accident, details of the child involved, type, location of the injury, action taken and by whom.
- Parents will be called by staff depending on the nature of the injury.
- All incidents will be dealt with by a qualified paediatric first aider.
- Parents of any children who become unwell whilst at wraparound care will be contacted immediately. If a child is sent home during school hours, the school office will make the wraparound care staff aware of their absence.

Uncollected children

- If a child has not been collected from Tree House by 5.50pm (Tree House finishes at 5.45pm) parents will be contacted in the first instance by telephone. The additional contacts that parents have provided will be telephoned in the second instance. If the contacts are unavailable after approximately 1 hour, the police and social services will be informed.

A charge will be levied for late collection. If you are late collecting this will be charged at £3 for up to 15 minutes. Any time after 15 minutes will be charged at £6.00. This will be added to the following month's invoice.

Use of school Transport

Your child may be required to use the school bus to escort them from wraparound care. The school bus is run by Central Bedfordshire Council Transport and there will be a CBC Passenger Assistant on board to supervise the children. There is also a member of school staff on board.

When the bus arrives at Wrestlingworth, the bus stop is located at the bottom of The Slade (SG19 2ES). Infant children arriving at Wrestlingworth from Early Birds at Dunton will be escorted to school by the CBC Passenger Assistant and the member of school staff who was on the bus.

Usually, children are required to have a bus pass in order to use CBC School transport however if your child is using the bus solely for wraparound then a bus pass is not required. Your child is still expected to adhere to the CBC Home to School Transport Code of Conduct, which can be found on the CBC website using the following link:

https://www.centralbedfordshire.gov.uk/info/3/schools_and_education/530/apply_for_school_transport/10

Payment of Fees

It is a requirement of wraparound care that parents pay their fees promptly. Invoices will be issued from our bursar via email and fees are to be paid in advance. Payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the bursar as soon as possible via email. Our staff will treat all matters of this nature confidentially.

Payment is accepted via BACS, cash or childcare vouchers.

Ad-hoc sessions will **not** be invoiced. Immediate payment is required for these sessions. Ad-hoc bookings must be made by contacting the school office (Dunton for Early Birds) and will only be accepted if a registration form has previously been completed and a space is available. If a space is available the office will then confirm the amount due and this must be paid as soon as possible.

It is not possible to 'swap' sessions - i.e swap the session from one day to another on an occasional basis. An extra ad-hoc session must be booked in this instance and the contracted session will remain, whether it is attended or not.

Procedures for payment of fees

- Invoices will be issued monthly in advance and should be paid in good time to reach the school bank by the date specified, usually the last day of the month
- Please contact the school bursar if you have any queries regarding your invoice
- Payments can be made via BACS or childcare vouchers - details on your invoice
- If payment is not received by the due date your child cannot attend until payment is received. A fee of £10 will be added to your invoice to cover the extra administrative work required when payments are late. Persistent late payers may also risk losing their wraparound care place.

Cancellation

- 4 weeks notice must be given to reduce the number of sessions your child attends at our wraparound care. Full payment will be due within the 4 weeks notice period.
- 4 weeks notice must be given to resign your child's place. Full payment will be due within the 4 weeks notice period.
- Registers will be updated monthly to reflect changes and cancellations.