



September 2026

Wembdon Wrap Around Local Procedure

Wembdon St George's Church School before and after school clubs are open to all children who attend the school.

Aims

- To provide before and after school care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children.
- To provide funded spaces for children experiencing disadvantage.

Organisation

- The before school and after school clubs are open Monday-Friday from:
7.30-8.50am (classrooms open at 8.50)
3.30-5.30pm
- The club is available for children from Reception to Year 6.
- The clubs are in the Learning Hub area of school. Parents drop off and collect their children via main reception using the intercom system.

Healthy Snacks

Healthy snacks will be provided for both the breakfast club and after school club.

Please see the accompanying food plan for Wembdon Wrap Around Care.

Children cannot bring in food from home for snacks without prior agreement with WWAC staff. This agreement will be linked to food allergies rather than preferences.

Activities for Children

Children will be encouraged to choose activities to participate in. Regular activities will include:

- Art and craft
- Sports (indoor and outdoor)
- Yoga and relaxation
- Films
- Lego and construction
- Outdoor adventure activities such as den building
- Simple cookery activities
- Card and board games
- Reading
- Free play

We ask that no items are brought in from home as Breakfast Club and After School club cannot be responsible for any loss or damage. Items brought from home can cause conflict between the children.

Relationships and Behaviour

The school's expectations within the relationship and behaviour local arrangements will be followed to ensure consistency for the children at the before school and after school clubs. We expect good behaviour and respect for others and will work in partnership with parents to ensure this is the case however we reserve the right to withdraw the service if a child's behaviour is unacceptable.

There is a 'Wembdon Wrap Around Club' ClassDojo page where families can find more information and see photographs of the provision.

First Aid

The club has access to first aid and staff hold the appropriate certification for the ages of the children. All accidents will be recorded using the school's system and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed, and parents will be contacted as soon as possible.

Safeguarding

Staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the School's Safeguarding Policy. This can be found on the school's website; a copy can be made available upon request.

Risk Assessment

WWAC adopts all BWMAT and Wembdon policies, therefore the processes and procedures within them apply. These can be accessed through the website here [Wembdon St George's Church School - Home](#). There is a specific risk assessment for WWAC that summarises the key identified risks and actions to mitigate the risks. See accompanying document.

Parent Booking, Amending and Cancelling

We are pleased to be able to offer the Wembdon Wrap Around Cubs at the same price this year as last year, however there are some slight changes to the length of sessions that can be booked.

All breakfast and after school club bookings will be completed online via Arbor, this is the system the school currently uses for all payments. Cash payments will not be accepted. All parents are provided with a password via email from the admin team.

Payment will be in advance of each session booked. Bookings are not confirmed until payment is received.

Breakfast Club cancellations and amendments:

- These must be requested by parents (email, phone call) by 7.30am on the day prior to the booking. The system will not allow parents to cancel bookings.

After School Club cancellations and amendments:

- These must be requested by parents (email, phone call) by 3.30pm on the day prior to the booking. The system will not allow parents to cancel bookings.

Childcare Vouchers:

We do accept bookings using childcare vouchers from all providers. Please contact the school office directly to set up this system.

Fees and Payments

Breakfast Club- 7.30-9.00am

Evaluation of the first year of the service indicates that it is not financially viable to offer 30-minute sessions due to staffing costs for the whole session. Please see the session and payments listed below for Breakfast Club:

- £6.75 per child 7.30-9.00am
- £4.50 per child 8.00-9.00am
- There is no longer a session offered from 8.30-9.00am
- Breakfast is provided for children who arrive before 8.15am
- Breakfast is packed away at 8.30am

After School Club- 3.30-5.30pm

Evaluation of the first year of the service indicates that it is not financially viable to offer 30 minute sessions due to staffing costs for the whole session. Please see the session and payments listed below for After School Club:

- £9.00 per child 3.30-5.30
- £4.50 per child 3.30-4.30

Drop off and collection times (new for Sept 2026)

This is a change for September 2026 and will support staff to have rigorous safeguarding procedures and processes in place. We have created 10 minutes drop off and collection windows for families and adjusted our systems to make these efficient.

Breakfast club drop off times:

7.30-7.40 am for the full session

8.00-8.10 am for the 8.00-9.00 session

After school club collection times:

4.20-4.30pm for the 3.30-4.30 session

4.50-5.00pm for the 3.30-5.00 session

Parents can ring the bell to collect between 5-5.30 but should be prepared to wait until staff are able to bring a child to the door.

Late Collection from After school Club

We understand that incidents happen that lead to a late collection from the after-school club. However, when this happens the two staff who are present need to be paid and therefore these costs will be passed on to parents. Late fees will be applied to the Arbor account for that child/parent and will need to be paid within 7 days of issue to ensure continued access to booking club sessions.

Late fees are as follows:

5.35-6.05= £12.50

6.10-6.35= £25.00

Club Cancellations & Refunds

The only cause for the school to cancel before school / after school club would be school closure due to adverse weather conditions or an emergency incident e.g. no heating or water supplies. In the event of closure, a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be

communicated through the school systems. On these occasions a full refund would be issued.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to Equal Opportunities policy for BWMAT.

Complaints

All complaints will follow the school's Complaints Policy which can be found on the school website.

Wrap Around Care Food Plan

Following published guidance for food provided within Wrap Around Care we have made some changes for this academic year. The timing of the snack for After School Club has changed so that children have a snack before taking part in activities.

Snack menus are created on a fortnightly cycle. Choices each session will be limited to the foods on offer each day. Food portion sizes will be appropriate to the guidance for school aged children.

Breakfast Club	After School Club
Fruit Vegetables Porridge Low/medium sugar content cereals Malt loaf & fruit bread Breads	Fruit Vegetables Salad Meats Yogurts Eggs Cheese Sausage rolls Pasta and rice Bread Beans
Water Low fat milk Fruit or vegetable juice (150ml) Squash (no added sugar) Yogurt drinks Hot chocolate (low sugar)	Water Low fat milk Fruit or vegetable juice (150ml) Squash (no added sugar) Yogurt drinks Hot chocolate (low sugar)
We do not serve foods high in sugar, salt or fats	

Approved by: Wembdon Trust Local Committee

Date: July 2026

Next review due by: March 2027

School food other than lunch

[School food standards practical guide - GOV.UK](#)

Many of the food-based standards apply to food served throughout the school day, including breakfast, midmorning break and after school clubs, as well as from vending machines and tuck shops.

Use the [checklist for school food other than lunch](#).

As with the other food standards, these do not apply at parties, celebrations to mark religious or cultural occasions, or at fund-raising events.

Starchy foods

You should not serve starchy food cooked in fat or oil more than 2 days each week (applies across the whole school day).

You can serve:

- potatoes
- rice
- pasta
- bread (although these are restricted if cooked in fat or oil)
- malt loaf
- fruit bread

Porridge is a great breakfast food. Use fruit to sweeten if necessary. Otherwise, choose fortified breakfast cereals with higher fibre and low or medium sugar content. Avoid cereals with lots of added sugar and salt.

Fruit and vegetables

Fruit and vegetables should be available in all school food outlets.

You can serve:

- pots of sliced or chopped fresh fruit
- fruit kebabs
- vegetable sticks with dips
- salad shaker pots

Milk and dairy

Lower fat milk must be available for drinking at least once a day during school hours.

You can serve lower fat natural (plain) yoghurt and plain lower fat fromage frais, and add fruit to sweeten

Meat, fish, eggs, beans and other non-dairy sources of protein

You cannot serve a meat or poultry product (manufactured or homemade and meeting the legal requirements) more than once each week in primary schools, and twice each week in secondary schools (applies across the whole school day).

You can serve:

- a variety of sandwiches and wraps
- muffin fillings or toast toppings, such as eggs, houmous, sliced meat, poultry, fish, canned fish, baked beans
- tortillas
- fajitas
- burritos
- quesadillas
- enchiladas
- omelette
- Spanish omelette
- Frittata

Foods high in fat, sugar and salt

You should not serve:

- more than 2 portions of food that has been deep-fried, batter-coated, breadcrumb-coated, each week (applies across the whole school day)
- more than 2 portions of food which include pastry each week (applies across the whole school day)
- snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat (applies across the whole school day)
- savoury crackers or breadsticks

- confectionery, chocolate and chocolate-coated products (applies across the whole school day)
- cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 50% fruit)

You must not provide salt to add to food after it has been cooked (applies across the whole school day).

Condiments should be limited to sachets or portions of no more than 10 grams or one teaspoonful (applies across the whole school day).

Foods high in fat, sugar and salt are restricted or not permitted at times other than lunch.

Healthy drinks

This applies across the whole school day.

Free, fresh drinking water must be available at all times.

The only drinks permitted are:

- plain water (still or carbonated)
- lower fat milk or lactose reduced milk
- fruit or vegetable juice (max 150mls)
- plain soya, rice or oat drinks enriched with calcium; plain fermented milk (for example yoghurt) drinks
- combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey)
- combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk, all with less than 5% added sugars or honey
- tea, coffee, hot chocolate

Combination drinks are limited to a portion size of 330mls. They may contain added vitamins or minerals, and no more than 150mls fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice.



Breakfast Club

Visual Timetable



Here's what our morning looks like
so everyone can start the school day happy, calm and ready to learn.



1



**Arriving at
Breakfast Club**
From 7:30am



- Register taken on arrival.
- Hang coats and bags onto a peg.
- Wash hands.
- Choose a table activity while snack is prepared.

2



First Drop-Off
7:30am – 7:40am

- If children are booked in from 7.30am, they must arrive between 7.30am and 7.40am.
- After 7.40am, the drop off window closes.
- Activities will be supervised by an adult.



★ **Activity Time** ★
Activities will vary depending
on the timetable.



3



Second Drop-Off
8:00am – 8:10am

- If children are booked in from 8.00am, they must arrive between 8.00am and 8.10am.
- After 8.10am, the drop off window closes.
- Children hang their things on a peg and join in the activities.

4



Breakfast Time
7:30am – 8:15am

- Breakfast starts at 7.30am.
- Children must have had breakfast by 8.15am.
- Choose from a variety of cereals, toast and crumpets.
- Adults will encourage children to have breakfast.
- Children must dispose of food waste in the correct bin and put their washing up in the sink when finished.
- Breakfast will be supervised by an adult.

5



Tidy-Up Time
8:30am

- At 8.30am, all breakfast items are packed away.
- All toys and activities are packed away.
- Tidying up is supervised by an adult.

6



**Calm Time &
Transition to Class**



- **Calm Time: 8:35am – 8:45am**
 - Read quietly
 - Do gentle breathing
 - Watch the screen quietly
- **Final Register & Transition to Class**
 - An adult will take a full register to make sure everyone is accounted for.
 - Children will collect their belongings and line up.
 - YR123 will walk sensibly to their classrooms with an adult.
 - Y456 will walk sensibly to their classrooms independently.



We hope you enjoy Breakfast Club and
start your day with a smile!





★ After School Club ★ ★ Visual Timetable ★



Here's what our afternoon looks like
so everyone can end the school day happy and calm.



1		Arriving at After School Club 3:30pm		• Register taken on arrival. • Hang coats and bags onto a peg. • Wash hands. • Choose a table activity while snack is prepared.
2		Snack Time 3:45pm		• Enjoy our snack together!
★ Activity Time ★ Activities will vary depending on the timetable.				
3		First Collection Window 4:20pm		• Get belongings ready at 4:15pm. • Taken down as a group. • Early collections may need to wait until the window time. • Other children continue activities with an adult.
★ Activity Time ★ Activities will vary depending on the timetable.				
4		Second Collection Window 4:50pm		• Get belongings ready at 4:45pm. • Taken down as a group. • Early collections may need to wait until the window time. • Other children continue activities with an adult.
5		Third Collection Window 5:10pm		Children can be taken down individually if others can be supervised in the Learning Hub. If not, everyone will be taken down together.
6		Tidy-Up Time 5:15pm		• All afterschool club items are packed away. • All toys and activities are tidied. • Packing away and tidying is supervised by an adult.
7		Calm Time Before the End of the Day 5:30pm		After everything is tidied, we have 10 minutes of calm time. You might: • Read quietly • Watch the screen quietly

★ We hope you enjoy your time at After School Club! 😊❤️