

Wrap Around Care policy Eastover Primary School

**Approved by the Governing Body of
Eastover Primary School**

Signed by:

NameMrs B Cockerell.....

B. Cockerell.

Signature:

Date approved: 13/07/2026

Proposed Date of Review: 13/07/2029

Statutory: No

Website: No

Sunrise and Twilight Clubs

The Sunrise and Twilight Clubs are organised and managed directly by the school. The clubs are staffed by existing school employees, ensuring continuity of care. As a result, children are familiar with the adults leading the provision and recognise them as trusted and approachable members of staff.

Key Contacts

Sunrise Coordinator	Mrs Ball
Twilight Coordinator	Mrs Whitney
Headteacher	Ms Alcock
Safeguarding Lead	Mrs Stacey

For enquiries, please contact the school office:

School office: 01278 422693

email:office@eastoverschool.co.uk

Mobile contact for Twilight: 07731 567383 *(only for use when collecting your child/ren from Twilight or to inform Twilight staff that you are running late.*

Our Provision

Parents/Carers can book to attend Sunrise and Twilight clubs using the My Child at School app.

The Sunrise and Twilight clubs are based in our school DT Room and Gym and provides a safe space for children to engage in a range of activities including arts, crafts and cookery. An activities list is produced each month and available via the school website. When the weather permits, children can enjoy using the outdoor playground, including the Play Trail. Please be advised that on occasions, during very wet weather, we may play DVDs with a 'U' or 'PG' rating. If you do not wish your child/children to watch a 'PG' rated film, then please inform the office or a member of the Twilight Afterschool Club.

Staffing

We aim to provide a smooth transition between school and club. All our staff have significant experience of working with children and undertake professional development training including safeguarding and first aid training. All staff members are DBS checked and members of the Eastover school team. We have at least two members of staff to support the running of our afterschool club.

Food and snacks

Sunrise Club

Our Breakfast Club provides a welcoming and relaxed start to the day. Children can choose from a range of options, including cereals, toast with a variety of spreads, and fresh fruit, helping them to feel settled and ready for learning. A selection of refreshments are also available, including juice, water, and milk.

We aim to create a calm, friendly environment where children can enjoy their breakfast and begin the school day feeling happy and prepared for the day ahead.

Twilight Club

The food provided at Twilight Club is intended as a light snack and not as a substitute for a main evening meal.

On arrival, children are offered a biscuit and a drink. For those staying later, additional options such as toast or crackers are available. We provide a range of healthy snacks, including fresh fruit and vegetables, and drinking water is always accessible. Individual dietary requirements and parental preferences are respected and accommodated wherever possible.

We recognise the importance of promoting healthy nutrition in a calm, friendly environment.

Opening times and Session Fees

Fees for wrap-around care are payable at the time of booking. Sessions can be booked online using your child's online MCAS account or with exact cash in the office.

Sunrise Club

The Sunrise Club operates during term time only, each weekday from 7.45am to 8.45am for Breakfast.

Time: **7:45 to 8:45**

Cost: **£2.25**

Twilight Club

The Twilight Club operates during term time only, each weekday from 3.15 to 5.45.

Sessions and prices are as follows:

Twilight Club	3.15pm – 4.15pm	£4.00 per session first child – £3.50 per session each sibling
	3.15pm – 5.15pm	£6.75 per session first child – £6.25 per session each sibling
	3.15pm – 5.45pm	£8.50 per session first child – £8.00 per session each sibling

Fees for the Sunrise club and Twilight club are payable at the time of booking.

Please see -Wrap-around Care – Fees policy for full details.

Late collections

A charge of £3.50 will apply if a child is collected after the session booked has finished.

However, for late collections after the club finish time of 5:45pm, a fee of £3.50 will apply during each 15-minute period.

Collection and Non-Collection Procedure

Adults on the school contact list are automatically given permissions to collect from school. This enables wrap-around care through Sunrise and Twilight club, to

provide a safe and secure environment for every child when being collected. It is essential that contact information be kept up-to-date.

- No child will be allowed to leave with anyone other than those named on the school system unless we have been informed from the Parent.
- Children attending Twilight Club will not be permitted to walk home alone.

Emergency collection

- Parents/carers must contact the Twilight Club if they are delayed or unable to collect their child.
- Parents/carers must inform the club who the named person will be collecting their child
- Upon collection, the named person must provide their name
- Children will only be released once the correct password has been given.

Unauthorised collection

If someone 'not known' turns up to collect a child:

- Contact will be made with the parent/carer confirming;
 - the identity of the adult collecting,
 - verbal permission, including agreed password, prior to letting the child go.
- If the person becomes abusive or angry, the child/ren will be removed from the situation
- The police will be telephoned and made aware of the situation; staff will follow any advice given by the police
- An incident report will be completed

Non-Collection of Child Policy

We aim to provide a safe environment for all children. Parents /carers are informed of session finish times. However, in the unfortunate circumstances of a child not being collected the following procedure would be followed:

- Two adults would remain on the premises with the child. Staff would make every effort to contact all emergency contacts on the school system, Bromcom.
- If contact with parent/carer is still unsuccessful, and all emergency numbers have been tried, further advice would be sought from the social care team.

Please see -Wrap-around Care – Fees policy for full details.

The policy will be incorporated within the school's Charging and Remissions policy.