St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

WRAP AROUND CARE

Revised: July 2026

Reviewed and ratified by Full Academy Trust:

Date: 16.7.26

Signed: A. Christou

Name: AREDI CHRISTOU

Position: Chair Education Standards Committee

Date of next review: July 2027

Our Mission Statement:
'The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.
The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

The term 'parents' in this policy also refers to carers.

Wrap Around Club Aims:

• To support working parents by providing early morning childcare from 7.00am to 8.40am and after school care from 3.30pm – 6pm.

• To offer the children the opportunity of having a healthy breakfast at the start of the school day and a light snack at the end of the school day in a safe and friendly environment.

• To provide planned play activities.

Ground Rules:

1. The Wrap Around Club will be run by St Cyprian's Greek Orthodox Primary Academy

2. The club will provide a healthy breakfast and activities to assist learning e.g. doing homework, reading, drawing, watching educational programmes, playing board games.

3. Staff will be responsible for the care and management of children, treating them with respect at all times.

4. The club will comply with environmental health food safety standards.

5. All staff are DBS checked and legal guidelines relating to the adult/child ratio will always be adhered to. Staff will be trained in First Aid.

6. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other. They will follow the St Cyprian's Way.

7. Children who do not behave well or do not show respect for staff or each other will have their place removed from the club either permanently or temporarily depending on circumstances.

8. Parents are expected to treat staff and children attending the club with respect at all times.

9. The club will operate for children attending St Cyprian's Greek Orthodox Primary Academy only.

10. The charges as listed below cover the cost of care, which includes breakfast in the morning, and a snack in the afternoon. Parents will be given one month's notice of any increase in fees. All bookings are made on the Arbor app and fees must be paid in advance. The school reserves the right to withdraw the place of a child if fees are not paid.

Breakfast 7.00am – 8.40am		**After School 3.30pm – 6pm**	
1 child	£6.50	1 child	£13.00
2 siblings	£11.00	2 siblings	£23.00
3 siblings	£16.50	3 siblings	£34.50
4 siblings	£22.00	4 siblings	£46.00

11. Parents in receipt of childcare vouchers are responsible for ensuring that their account is not in arrears. Please note that the school contract is with parents and not with their employer therefore, in the event that parents account is in arrears due to awaiting payment from their employer, parents are expected to clear these arrears by the due date.

Failure to do so will mean that the place is withdrawn or not offered at the beginning of the new year.

12. If there are no vacancies the club will be unable to accept short notice/emergency bookings.

13. Full payment will be required for absence due to illness or holiday taken during term time. No reimbursements will be made for non attendance.

14. To enter the club, please press the buzzer at the blue gate on Springfield Road. The staff will verify who you are via the CCTV camera and release the gate. When dropping your child off in the morning, you must escort your child to the club and sign them in.

15. Children must be collected by **6pm.** However, in extreme circumstances if parents think they are going to be late collecting their child they must call the After School Club Staff on 07350536554. Parents who are late collecting their children will be charged an additional fee of **£1 per minute** after 6pm. Places will be withdrawn if children are regularly collected late and they will be informed by letter of this decision.

16. The breakfast and snacks available are listed here below:

Breakfast	**After School**
Toast/Toastie Variety of cereals Eggs/Beans on toast	Sandwich/Baguette/Toast Eggs/Beans on toast Hotdog

Crumpets Muffins Water/Milk	Waffle Pitta Crumpets Muffins Fruit/Cucumber Water/Milk

All food after school is prepared by Staff. Breakfast will finish being served at 8.20am.

17. At the start of school all the children will be sent to their class from the hall. At the end of the day Early Years and KS1 children will be collected by a Wrap Around Club Assistant from their class and KS2 children will be expected to make their own way to one of the club leaders in the designated meeting area.

18. Parents are asked to keep the Academy informed of any change of emergency contacts via the Academy office as well as notify the Wrap Around Club leader.

19. Occasionally photos may be taken of the Wrap Around Club Children for display purposes. If you object to your child being photographed, please ensure the appropriate form has been completed.

22. The Wrap Around Club follows the school's Safeguarding Policy and procedures.

23. Medication for children with a Health Care Plan is kept in Wrap Around Club. An emergency Asthma kit is kept for children who are listed as asthmatic. Piriton and liquid paracetamol is kept for use in emergency and only if the parent has signed the required consent slip. All medication is kept in a lockable drawer.

24. All staff handling food have received Hygiene training.

25. In the event of fire the Wrap Around Club staff will follow the evacuation procedures as laid out in the Health & Safety policy. The Fire Warden is Sue Woolford.

26. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned, then the matter should be taken to the Headteacher.

All Day Nursery Aims

1. To support working parents by providing all day care for children in Nursery.
2. To provide planned play activities.

Ground Rules:

1. The all-day Nursery care will be run by St Cyprian's Greek Orthodox Primary Academy
2. Staff will be responsible for the care and management of children, treating them with respect at all times.
3. All staff are DBS checked members and legal guidelines relating to the adult/child ratio will always be adhered to. Staff will be trained in First Aid.

4. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other. They will follow the St Cyprian's Way.

5. Children who do not behave well or do not show respect for staff or each other will have their place removed from the club either permanently or temporarily depending on circumstances.

6. Parents are expected to treat staff and children attending the sessions with respect at all times.

7. The sessions will operate for children attending St Cyprian's Greek Orthodox Primary Academy only.

8. The daily fee for the afternoon is £15.00. All bookings and payments are made via the Arbor App and must be paid in advance.

9. Children must be collected at 3.30pm.

10. Parents in receipt of childcare vouchers are responsible for ensuring that their account is not in arrears. Please note that the school contract is with parents and not with their employer therefore, in the event that parents account is in arrears due to awaiting payment from their employer, parents are expected to clear these arrears by the due date. Failure to do so will mean that the provision is withdrawn.

11. If there are no vacancies the club will be unable to accept short notice/emergency bookings.

12. Full payment will be required for absence due to illness or holiday taken during term time. No reimbursements will be made for non attendance.

13. The school's safeguarding and fire procedures apply.

14. In the event of a parent wishing to make a complaint, this should be made to the Headteacher.