

After School Care Sessions & Breakfast Sessions (Wrap Around Care - Prep School) Policy	
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Other policies referred to:	Early Years Policy, Administering Medication Policy, Anti-bullying Policy, Attendance and Absence Policy, Child Protection and Safeguarding Policy, Complaints Policy, Data Protection Policy, Finance Policy, Fire Safety Policy, First Aid Policy, Health and Safety Policy, Supporting Pupils with Medical Conditions Policy, Failure to Collect Policy, Missing Child Policy, Intimate Care Policy and Behaviour (Prep) Policy.
Date of Next Review:	November 2026



1.0 INTRODUCTION

- 1.1 Wraparound childcare is defined as childcare that ‘wraps around’ the conventional school day, i.e. provision directly before and after the school day, during school term time for school-age children. It also refers to childcare provision in the school holidays.
- 1.2 The wraparound care services at Lingfield College Prep aim to provide a safe, nurturing, and enriching environment for pupils outside regular school hours. This policy outlines the principles and guidelines for our wraparound care programme. We believe that the out of wraparound care should be fun, relaxed, and informal. Our wide range of play-based activities providing the children with opportunities to participate in sport and physical games (after school club only), relaxation, art and crafts, reading and writing.

2.0 ROLES & RESPONSIBILITIES

The governing board will:

- Provide support to the head teacher in determining the most appropriate model of wraparound childcare provision.
- Establish and agree the vision and aims of provision with stakeholders, including parents, governors, trustees, staff and PVI providers, where appropriate.
- Ensure activities do not interfere with the school’s responsibility to provide a high quality and safe teaching environment.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.

The Head of Prep School will:

- Understand and meet the requirements and standards for delivering wraparound childcare, including:
 - Robust and effective safeguarding and welfare practices that adhere to Keeping children safe in education (KCSIE) guidance.
 - Health and safety policies.
 - Inclusivity.
 - Having appropriate staff.
- Ensure provision meets minimum safe standards of childcare and adheres to the law.
- Recruit and manage staff required for the wraparound childcare provision.
- Report to the governing board on the performance of the wraparound childcare provision.
- Check the school has the appropriate policies and agreements in place to deliver and run the wraparound care provision.
- Oversee all wraparound care.

- 2.1 All Lingfield College Prep School staff are suitably qualified for the roles they undertake for the School.
- 2.2 The **After School Care Session** (TeaRex) is managed daily by an experienced club leader.
- 2.3 The extended daycare for Nursery is in its own dedicated room in the Foundation Stage. It runs on Monday-Fridays. It is overseen by the Nursery Manager and managed daily by an experienced practitioner. All other suitably qualified and experienced staff in the Nursery work until 6pm as part of their shift pattern.
- 2.4 There are lots of other valuable staff who work in our after-school program, including some Lingfield College Sixth form assistants
- 2.5 The Breakfast Sessions are managed and run by an experienced Teaching Assistant, and she is supported by various experienced classroom assistants.



- 2.6 At times there is additional help from Lingfield College Senior School Year 12/13 pupils and pupils gaining work experience for Duke of Edinburgh.

3.0 ORGANISATION

- 3.1 Activity sessions are weather dependent; however, there is a generic plan available.
- 3.2 Acceptable staff: child ratios are maintained at all times. (1:4 – Caterpillars, 1:8 – Butterflies, 1:8 Reception – Year 6 children). There are a certain number of staff working so each group is within ratio and also depending on numbers and age range, as well as needs.
- 3.3 Qualification requirements are met.
- 3.4 High quality resources are provided, and children are encouraged to make their own selection of the activities on offer.
- 3.5 The children have free choice of activities either indoors or outdoors and there is provision for relaxation. Open space is provided for physical activities.
- 3.6 Reception children to year 4 are taken to TeaRex. Year 5&6 pupils make their own way to TeaRex.
- 3.7 Staff register them in and sign them out at the end of the session.
- 3.8 To allow Foundation Stage children to settle into the school environment, we suggest to parents, where possible, to give them half a term before booking them into Breakfast Sessions and After School Care Sessions
- 3.9 Breakfast Sessions run from 7.30am-8.30am depending on if everyone has finished eating.
- 3.10 The sessions are split into two age groups: Nursery in one group and Reception-Year 6 in another group (TeaRex).
- 3.11 There are three sessions for after-school care (Tearex):
- Main Session 3.30pm-5.30pm
 - 'After Clubs' Session 4.30pm-5.30pm
 - Extended Session 5.30pm-6.15pm. The extended session can only be booked in conjunction with one of the other sessions.
- 3.12 Nursery extended daycare attend from 4pm.

4.0 CARE, LEARNING AND PLAY

- 4.1 Breakfast Sessions:
- children are greeted by a member of staff. They are then supervised whilst eating. There are activities and games for them to do after they have finished eating.
- 4.2 After School Care Sessions:
- The children have free choice of which activity they would like to carry out, including art and craft, board games, construction, drawing, scootering and role-play.
 - The children can select what they would like to play with outdoors.
 - Children from Yr4 upwards are encouraged to attend Study Sessions until 5pm.

5.0 PHYSICAL ENVIRONMENT

- 5.1 Breakfast Sessions:
- Breakfast Sessions are held in the Dining Hall in the Prep School. All food is cooked on the premises.



5.2 After School Care Sessions (Tearex and Nursery Extended Daycare):

- are held in Orchard Lodge and in a Foundation Stage Classroom, which offer space for different activity areas in secure rooms. There are toilets and hand basins located adjacent to the rooms with facilities for changing nappies and toilet training. Sometimes other rooms are used for specific activities or to separate age groups.
- A relaxation area is set up with soft blankets and cushions, reading books, TV and an Interactive White Board.
- Children have access to a secure playground with a range of different items to play with such as; scooters, bikes, tennis, balls, skipping ropes and balancing boards.
- A mobile phone with a key to the Orchard Lodge cupboard is kept in the Orchard Lodge desk drawer. The phone will be turned on in case of emergencies throughout the duration of the club and also for the parents if they need to contact the After School Wrap Around Care.
- The children go to the Dining Room for their tea and may use other rooms, when necessary, e.g. the Sports Hall or Assembly Hall.

6.0 EQUIPMENT

6.1 Breakfast Sessions:

- The children sit on chairs at tables to have their breakfast. The tables are cleaned with anti-bacterial spray by the kitchen staff.

6.2 After School Care Sessions:

- There are tables and chairs for the children to do arts and crafts, writing, and play games at.
- There is a television so the children can relax after they have had their tea. The club's resources are stored in large colourful containers which are brought out into the room each day for the children to access themselves. There is an annual budget to replenish and enhance resources.
- In the playground the children have access to role-play area, bikes and cars, hoops and small balls, books and drawing equipment.
- A phone with outside line is available in Orchard Lodge.
- Potties/changing mat-with baby wipes and nappy sacks are kept in the disabled toilet in Orchard Lodge. There is also a baby changing unit in the disabled toilet near year 1.
- If a child needs to be changed, they are taken into the disabled toilet in Orchard Lodge and changed using the changing mat on the floor.
- If a Nursery child needs to be changed while they are in the Nursery or Reception classrooms, there is a children's bathroom in the Nursery area with a nappy changing area – potties, changing mat, wet wipes and nappy sacks.

7.0 SAFETY

7.1 Breakfast Sessions:

- Pupil/staff ratios when supervising and escorting pupils to the Prep School are always observed.
- All pupils are signed in by staff.

7.2 After School Care Sessions:

- The children's health, safety and well-being are paramount at all times.



- There is a first aid kit in Orchard Lodge where TeaRex is held as well as one in the Foundation Stage.
- Children are watched constantly when out on the playground.
- Children are expected to sit at the table when they are eating their tea.
- Children are encouraged to sit down when they have a drink.
- Staff/pupil ratios are always observed (max 1:8, 32 capacity)
- Children's medical/allergies are known.
- Parents give passwords/emergency contacts and phone numbers
- Policies for Failure to Collect, Missing Child, Safeguarding etc. all adhered to.
- All Staff have had regular Child Protection Training.
- Risk Assessments are regularly undertaken.
- Health and Safety Training.
- Staff undertake First Aid and EpiPen
- Training.
- See Booking process in Appendix I.

8.0 HEALTH

- 8.1 There are always a number of staff working at the After School Care Sessions and Breakfast Sessions who have had first aid training including Emergency First Aid at Work training. The Nursery staff always have someone on duty who has paediatric first aid training. There are also other staff on site at the same time who have had this training.
- 8.2 If children are unwell, parents will be contacted. Staff have records of contact details for parents.

9.0 FOOD AND DRINK

- 9.1 The children sit on chairs at tables to have their breakfast and to have their tea in the After School Care Sessions. The tables are cleaned with anti-bacterial spray by the kitchen staff.
- 9.2 All food is prepared on-site by qualified kitchen staff who actively ensure it is nutritious and complies with dietary and cultural/religious requirements.
- 9.3 The food is served in the Dining Room by the catering staff. A light tea is provided and a selection of sandwiches for those children who attend these sessions.
- 9.4 The children are encouraged to drink as well as eat their food.
- 9.5 The children will be provided with a hot tea at 4.15pm. If a child attends a club and then goes to TeaRex afterwards they will be provided with a packed tea which contains a sandwich of their choice, fruit and crisps. Water is offered throughout the sessions.
- 9.6 The weekly menu for the After School Care Sessions is located outside the office.
- 9.7 The children have access to their water bottles at all times during the After School Care Sessions.

10.0 EQUAL OPPORTUNITIES

- 10.1 The Wrap Around Care Sessions embrace the Lingfield College Equal Opportunities Policy:
- 10.2 Equality of care is provided for all children regardless of race, culture, gender or ability. Throughout the club sessions and activities, all staff interact with the children as individuals in their own right. We are committed to



integration of any child with a special need and ensure they have access to the same opportunities and take part in all aspects of activities they choose to do.

10.3 Positive expectations are made of all the children and anti-discriminatory and anti-bias practice are implemented at all times.

10.4 We foster high self-esteem and self-worth amongst the children and place value on all their achievements, providing positive reinforcements and valuing each child's uniqueness, regardless of their gender or ability.

11.0 LEARNING DIFFICULTIES AND DISABILITIES (including special educational needs and disabilities)

11.1 We believe that all children have individual needs.

11.2 We aim to identify and support children with any needs requiring special consideration through observation and monitoring and through consultation with the child's teacher/nursery leader and ensure that appropriate support is given.

11.3 Refer to SEND policy.

12.0 BEHAVIOUR

- The Prep School has policies to deal with behaviour and bullying and the Wrap Around Care Sessions operate within their guidelines.
- We reinforce children's positive behaviour and attitudes.
- With explanation we divert and remove children from unacceptable situations.

13.0 WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

- Parents are asked to inform the office of any particular dietary requirements.
- A notice board is in place to share information with the parents and carers. Parents are able to talk to staff at the end of the session or make appointments to meet with staff if this is not possible.
- For children who are not collected on time there is a charge. We then follow the procedures in the Failure to Collect Policy.

14.0 CHILD PROTECTION/SAFEGUARDING

14.1 Staff share the objective to help keep children safe by working to:

- Provide a safe environment for children.
- Identify children who are at risk of, or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.
- Ensure that the welfare of the child is paramount.

14.2 All staff have responsibility for child protection and safeguarding and for ensuring they are aware of procedures. The procedures are set out in the school's policy. The Designated Safeguarding Leader (DSL or Deputy DSLs) should be informed of any concerns but all staff have a responsibility for safeguarding and child protection.

15.0 DOCUMENTATION

15.1 In order to register for Wrap Around Care Sessions, parents complete a form and email it to either the Nursery or Tearex Administrator using these email addresses:

tearex@lingfieldcollege.co.uk

earlyyearsadmin@lingfieldcollege.co.uk

breakfast@lingfieldcollege.co.uk



or hand the form into the Prep School office. This can be done on a termly basis or ad hoc. To register for Breakfast Sessions please contact the Prep School office.

- Registers are taken by the club manager for Breakfast Sessions and by one of the members of staff at TeaRex and Nursery at the start of each respective session.
- Passwords are in place if a different person other than the child's parent or usual carer is collecting them from the after-school sessions.
- The staff have copies of the names of the children attending each session.
- Parents must sign to acknowledge when they have dropped their children off at Breakfast Sessions and parents or staff sign to acknowledge collection from TeaRex or Nursery.
- The TeaRex staff sign the children out of TeaRex and record the time.

15.2 Administration is carried out by the Nursery Admin Assistant, Tearex Administrator and Breakfast Manager.



APPENDIX I

BOOKING PROCESS

At the beginning of the summer term (or in their starter pack) the letters in the Appendix are sent out looking ahead to the next academic year (term). Once parents have completed the forms, they can either be posted or emailed to the school office. The forms are then forwarded to the TeaRex or for Nursery to Early Years Admin, where applications are processed. After the closing date the requests are gathered together and put on the appropriate spreadsheet.

Waiting List

If a child has not been successful getting their requested day, parents are informed, and we offer to add them to a waiting list. Once a regular space becomes available the parents are informed, and should a space become available for a particular week again they are asked whether they would like to make use of that day.

Ad-Hoc

Parents can book on an Ad hoc basis for both sessions, by either contacting the office or completing and handing the form into the office. For TeaRex, they can also email the Tearex administrator tearex@lingfieldcollege.co.uk directly. Should there not be a space available for the date requested they will be contacted by email. Office staff will advise parents for any bookings for the current week and if a last-minute space becomes available, they will contact the parent. Nursery parents can book by contacting the Nursery Administrator. For Nursery children, parents are required to send an email requesting their desired session to Early Years Admin, whereupon the Nursery Administrator will organise communication to confirm and process the request. We request 24 hours notice for any bookings. For Breakfast Sessions, parents book through the Prep office or for Nursery children can contact early years admin.

Early Collection/Non-Attendance

If for any reason a child is not able to attend either the After School Care Sessions or Breakfast Sessions we ask parents to inform the school office by the morning for the After School Care Session or by the night before for Breakfast Sessions so that the space can be reallocated and the appropriate staff can be made aware not to expect the child. Cancelled ad-hoc bookings will be charged unless 24 hours' notice is given.

Refer to Health and Safety Policy, Child Protection Policy, Failure to Collect Policy, Missing Child Policy, First Aid Policy, Intimate Care Policy and Behaviour Policy.

Late Collection Charge

This becomes applicable from 10 minutes after the final pick-up time for the relevant session.



Please return the completed form to the school office.

TEAREX AFTER SCHOOL CARE SESSIONS
REQUEST FORM FOR REGULAR USE

www.lingfieldcollege.co.uk/early-years-nursery-surrey/fees

	Session Time	Regular	Ad hoc
Main Session	3.30 pm - 5.30pm	£12.30 (includes tea)	£12.30 (includes tea)
*Extended Session	5.30pm – 6.15pm	£4.75	£4.75
After Clubs Session (after a club or sporting fixture)	4.30pm – 5.30pm	£7.50	£7.50

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Session					
*Extended Session					
After Clubs Session					

*Can only be booked in conjunction with one of the other sessions.

Child's Name(s) Class.....

Child's Name(s) Class.....

Dietary Requirements/likes/dislikes

.....

Sandwich choice (please circle): Ham / Cheese / Tuna / Jam

Allergies/medical problems

.....

Comments/Anything else we should know?

.....

Signed..... Date.....

Parent/Guardian

Emergency Contact No.

Lingfield College Prep Wrap Around Care Password.

Child's Name Class.....

Password..... Date.....