

Grange Park School

Wrap Around Care

Parent & Carer Pack



grangeparkschool.co.uk



[@grangeparkschool_hayes](https://www.instagram.com/grangeparkschool_hayes)



[@GPS_Hayes](https://twitter.com/GPS_Hayes)



Contact Details



Wrap Around Care (3:20–5:45pm):
07 745 506 612



wraparoundcare@grangeparkschool.co.uk



School Office: 020 8353 4265

What is Wrap Around Care?

Grange Park School's Wrap Around Care provides safe, inclusive after-school childcare in a familiar school environment, delivered by trained school staff.

Session Options & Fees

- Monday to Friday (term time only)
- 3:20pm - 5:45pm

Session options:

- Full session: 3:20-5:45pm (**£11**)
- Early session: 3:20pm - 4:30pm (**£5**)
- Late session: 4:30pm - 5:45pm (**£6**) - for after-school club attendees.

Registration & Booking

- All children must be registered for Wrap Around Care before attending. At least 3 emergency contacts will need to be listed. Please visit the school website for the registration link.
- Bookings must be made *at least* 24 hours in advance and paid for via **ParentPay** in advance of the sessions.
- Places are subject to availability.

Late bookings:

Bookings made less than 24 hours before the required session must be made by phone via the school office (020 8353 4265). A £2 late booking fee applies.



Cancellations

- Cancellations **must** be made at least 24 hours in advance to avoid charges. Please email the Wrap Around Care team to cancel a pre-booked space **at least 24 hours before**.
- Cancellations made on the day will need to be made via telephone to the school office (020 8353 4265) and will not be eligible for a refund.

Collection Arrangements

- Children must be collected by the end of their booked session.
- Collection is from the **Lansbury Drive entrance**.
- Please ring the pedestrian gate bell if collecting **before 5pm** or call the Wrap Around Care phone number for collections **after 5pm**.
- Children must be signed out by a member of staff and authorised collector.
- Only adults listed on the registration form will be authorised to collect children.

Late Collection

Running late? Session extensions with less than 24 hours notice must be arranged by contacting the Wrap Around Care team and may be chargeable.

- If a child is not collected by the end of their session and no notice has been given, the next session fee will be charged.
- After 6:00pm, a charge of £5 per minute, per child applies for late collection.
- Repeated late collection may result in a place being withdrawn.

Absences & Refunds

- If your child is absent from school, please notify the school office by phone (020 8353 4265). Charges will still be applicable for on the day cancellations.
- No refunds are given for missed sessions or early collection.



Staffing

Grange Park School's Wrap Around Care provision is delivered by a consistent team of school staff who work together to ensure children continue to strive, lead and succeed beyond the school day.

Each day, the provision is staffed by:

- 1 Wrap Around Care Lead
- 1 Wrap Around Care Assistant

Safeguarding

The provision is committed to ensuring that all children are cared for in a safe, happy and secure environment. Parents and carers can be confident that robust safeguarding arrangements are in place and that children's well-being is always our highest priority.

Grange Park School's Safeguarding and Child Protection Policies and arrangements fully apply and can be found on the school website.

Policies & Procedures

As a school-run provision, Wrap Around Care follows Grange Park School's existing policies and procedures along with Wrap Around Care guidance, ensuring consistency across the school day and beyond. These can be found on the school website and can be made available upon request.

Inclusion

The provision aims to be welcoming, inclusive and open to all children. Staff are committed to making sure every child feels safe, valued and able to take part, whatever their individual needs or circumstances. Through careful planning, well-trained staff and close partnership with families, children are supported to feel confident, happy and successful in a caring and inclusive environment.

Affordability & Childcare Support



To support affordability, the school has taken steps to ensure parents can access government childcare support schemes, such as Universal Credit Childcare, where eligible.

Families should visit [Best Start in Life - Best Start in Life](#) or [Check what help you could get with childcare costs - GOV.UK](#) for more information.

Food & Nutrition

Healthy snacks and a light meal are provided. Children will be offered a healthy snack upon arrival. At around 5:15pm, a cold, light meal will be provided. This can include, but is not limited to, a choice of:

- Toast, sandwich, wrap, crumpets or a muffin
- Cheese cubes offered daily
- Salad options such as diced cucumber, tomatoes and sweetcorn
- A variety of fruit, including raisins

Drinking water is available at all times.

The school is nut-free, however, all allergies must be declared when registering for Wrap Around Care.

Please note: the above light meal should not replace their main evening meal.

Behaviour Expectations

Children attending Wrap Around Care are expected to follow the school's **Behaviour Policy**.

Staff will establish Wrap Around Care behaviour expectations with children, which will be based around the school's behaviour policy. These will be displayed and referred to regularly.



Wrap Around Care Daily Routine

We offer a wide range of exciting, hands-on activities that give children fresh experiences and help to build self-belief, positive relationships, independence, resilience and empathy. Activities are planned around a range of themes, which may include topics such as World Athletics Championships, Animal Science or Feelings and Wellbeing.

New sessions are planned each week and link to different areas of the curriculum, ensuring children always have something new to explore. Activities may include arts and crafts, creative challenges or team games inspired by the weekly theme.

Daily Routine:

Each session follows a similar routine:

- **3:20pm** – Collection and arrival of children from classes
- **3:30pm** – Welcome meeting & snack - registration, behaviour expectations, sharing news and the session timetable
- **3:50pm** – Active Play (indoors and outdoors) - opportunities for child-led play
- **4:30pm** – Enrichment session - adult-led activity linked to the weekly theme, including Create and Discover or PE and Sport activities
- **5:15pm** – Light meal and Active Play
- **5:35pm** – Tidy-up time

Further Enquiries

If you would like to **register** your child or **book a space** for Wrap Around Care, please visit the [Wrap Around Care page](#) on the school website.

If you would like further information, please contact
wraparoundcare@grangeparkschool.co.uk