

Waterfield Primary School



Goslings (Wraparound Care) Policy



Goslings 
After School Club

Last Reviewed on: June 2026

Next review due by: June 2028

Member of Staff Responsible: Principal

1. Aims

- To provide an affordable, afternoon childcare facility for parents/carers
- To provide a welcoming, safe and secure environment for pupils following the end of the school day
- To extend the opportunities for pupils to take part in extra-curricular activities
- To provide children with a nutritious snack at the end of the day in a pleasant, calm and relaxed environment.

2. Introduction

The Waterfield Primary Goslings After School Club is run by Waterfield Primary School and exists to provide high quality out-of-school hours childcare for our parents/carers for up to 25 children. The children will have a nutritious snack every day and there will be a range of activities available throughout the session. Children will be encouraged to be independent as well as to participate in activities with each other, developing social and interactive skills. The club operates from 3.10pm – 4.30pm OR 3.10pm - 5.30pm daily, term time only (excluding INSET days) and current costs are set out below. A copy of this policy is available on the school website.

3. Communications

- **All** communications regarding Goslings After Scholl Club **must** be made via office@waterfield.org.uk email address. These emails are checked and responded to daily between 7.30am and 4pm by members of the office team. This includes:
 - Requests to access the Goslings After School Club booking system
 - Notifications to cancel a pre-booked session (notifications must be made at least 24 hours prior to the start of the club)
 - Requests to add a child to a waiting list for a full session
 - Queries regarding which sessions have been booked already – these are available for parents to see on the Parent Pay App
 - Finance queries relating to Goslings After School Club - these will be answered by our Finance Manager.
 - Information or queries relating to your child's place at Goslings After School Club.
- For urgent messages during the club session, the wraparound care team can be contacted on 07873 318361
- **Please do not phone or come to the school office for any queries relating to Goslings After School Club during the school day as the office staff will not be able to action any queries and will direct you to the office@waterfield.org.uk email.**

4. Admissions

- Only children attending Waterfield Primary School from Reception to Year 6 are eligible to attend the club.
- To access the booking system for the club, parent/carers need to email office@waterfield.org.uk and a member of the office team will assign the parent/carer access.
- Personal details for each child, including medical conditions, dietary requirements, consents and pick up information is taken from Arbor. It is the parent/carer's responsibility to ensure that this is up to date.

5. Booking Places

- All places are subject to availability; these spaces are booked on a first come, first served basis.
- Fees can only be paid online, using the school online payment system on the Parent Pay app.
- Payment needs to be made when booking the club

6. Pricing Policy

- The cost is £6.00 per session, per child for the 4.30pm finish and £11.00 per session, per child for the 5.30pm finish.
- The cost is a set fee for those times, regardless of the time the child is collected.
- Children's attendance is recorded in the daily register.
- If your child attends an afterschool club before going to Goslings After School Club, the cost is £6.
- No child can attend the club without payment being made first, unless there is an arrangement in place.
- If Goslings After School Club is booked but the child no longer requires the place, e.g. due to carer work changes or sickness, the place can be cancelled, and the parent's Parent Pay account will be credited. The school requires at least 24 hours' notice before the start of the club to cancel the place. Parents must email office@waterfield.org.uk in order to cancel their child's space. Refunds will not be provided for children who do not turn up to the club without prior notice as described above.
- Parents/Carers will always be given at least two months notice of any change in fees.

7. Staffing

- The Goslings After School Club staff will be suitably qualified to supervise all ages – Reception to Year 6 - attending the club.
- The club will be staffed at the ratio of 1 adult for every 10 children. At all times, the Goslings After School Club Leader will be present; in addition, senior staff members are usually in the building until 5.30pm as well as contactable by telephone.

8. Arrival and Departure at Goslings After School Club

- Staff will collect pupils from Reception, Year 1 and Year 2 and take them to the club. Pupils in KS2 will walk themselves to the Studio room.
- A register will be completed and the parents/carers of any child not accounted for will be phoned.
- Parents are required to collect their child from the side gate outside of the Studio.
- A staff member will sign and record the time that all children are collected.
- Parents must use the pedestrian side gate to obtain access to the school site.
- Only adults on the pre-submitted contact list will be able to collect a child
- Should a child arrive at Goslings After School Club who has not had a place reserved, their parent/carer will be phoned and asked to collect the child.

9. Late Collection

- All children must be collected by 4.30pm or 5.30pm, otherwise penalty fees apply as follows:
 - 4.30 session - 4.35pm - 4.45pm = £3
 - 5.30 session - 5.35pm – 5.45 pm = £3
 - 4.45pm and 5:45pm onwards = £15
- At 5.40pm, parents will be called and asked to collect their child immediately.
- If no contact has been made with parents by 6:00pm, the emergency contact person will be contacted.
- At 5.00pm or 6:00pm, if Goslings After School Club staff have been unsuccessful in contacting parents or the emergency contact, a member of the Senior Leadership Team for the school will be contacted and Sussex police will be informed.
- A note will be left on the Front Gate with who to contact.
- Two members of Goslings After School Club staff will always stay until every child is collected.

10. Daily Routine

- The club is situated within the school in the Studio Room, where a range of activities will be set out.
- Children will be able to attend other after school activities (such as choir or sports clubs) before joining the Goslings After School Club when their club ends.
- Children must be in the Goslings After School Club to receive the nutritious snack.
- The club may make use of the school halls or, weather permitting, the school grounds.
- The children will be encouraged to take responsibility for their environment and help to tidy up activities they have used.

9. Food

- Goslings After School Club children will be offered a nutritious snack, in line with [Standards for school food in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/standards/standards-for-school-food-in-england)
- Parents will be advised if their children do not eat appropriately.
- Any special dietary needs must be recorded on Arbor so that these can be catered for.

10. Behaviour

Whilst attending Goslings After School Club, children are expected to:

- use socially acceptable behaviour
- respect one another, accepting differences of race, gender, ability, age and religion
- choose and participate in a variety of activities
- ask for help if needed
- enjoy their time at the club

Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour and informing parents about individual achievements.

Dealing with inappropriate behaviour: The Goslings After School Club will follow the school's Behaviour Improvement Policy. Any child that persistently disrupts the smooth running of the Goslings After School Club may forfeit their place.

11. Policies

The Goslings After School Club staff will follow all relevant policies of the school (see website).