



Dorchester Middle School

Wraparound Care Policy

Date:	November 2025
Next review date:	November 2026
Signed by:	J Webb - Headteacher
Reviewed by:	G Clements - Assistant HT

Wraparound Care Provision

Statement of Intent

Dorchester Middle School is pleased to work with our families to provide affordable childcare for our working families.

We aim to provide affordable before and after school childcare with a healthy breakfast and/or snack and a calm supervised environment for pupils at the start and at the end of the school day.

Opening Times

Breakfast Club:

Monday to Friday 7:30am to 8:30am

After School Club:

Monday to Friday 3.30pm – 5.30pm
(Term time only – not including INSET days)

Bookings and Payment

All bookings and payment must be made in advance via ARBOR Parent App to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

Emergency sessions may be requested on the day and allocated if there are sufficient spaces but cannot be guaranteed. Under these circumstances, bookings can only be taken if the session is paid for in advance.

Fees

The cost of Wraparound Care provision is as follows:

Breakfast Club: £6.00 per session

After School Club:

- Half session 3.30pm until 4.30pm £6.00 per session
- Session after a school club 4:30pm to 5.30pm £6.00 per session
- Full session 3.30pm until 5.30pm £11.00 per session

This includes the provision of a healthy breakfast, drink and healthy snack at After School Club. Payment of fees is to be made by online payment via the Parent Pay app or Tax-Free Childcare vouchers. All places must be booked and paid for in advance.

Food Preparation

All members of the Wraparound Care team hold the relevant food hygiene certificates and these are maintained annually.

Drop off and Collection

All children attending Breakfast Club must come to reception. All children must sign in as they arrive on the screen in reception.

Pick up for After School Club is also from reception. The After School Club closes at 5.30pm. It is the parent/carer's responsibility to ensure their child is collected promptly at the end of their session and by 5:30pm at the latest. Children will not be allowed to leave on their own. If unavoidably delayed, please contact the Wraparound Care leaders directly by telephone on 07395 075202 and make alternative arrangements for collection.

A late collection charge may apply after the end of the booked session. If a child is persistently collected later than the agreed time (persistently will mean more than 3 times in one half term), the school reserves the right to withdraw the child's place.

Cancellation

Bookings for both Wraparound Care Clubs can be made/cancelled or amended on the ARBOR Parent App, up to the day before.

Payment

As places will be booked and paid for in advance in order that staffing levels can be organised and food purchased, we will not be able to offer

a refund if a child does not attend. This is applicable to both authorised and unauthorised absences.

If the school cancels the session, a full refund will be given. The only possible cause for cancellation would be school closure due to adverse weather conditions, problems with the building i.e., no heating or water supplies or unforeseen circumstance (such as a pandemic). In the event of closure, the school website will be updated to inform all parents/carers. In addition, the school will contact parents/carers via email.

Wraparound Care Club reserves the right to refuse to allow your child to attend any sessions and take action as is deemed appropriate if any fees remain unpaid.

If fees remain unpaid the school will follow a debt collection process to recover appropriate funds which may include additional court charges / fees as appropriate.

Tax-Free Childcare Vouchers

We are able to accept payment by childcare vouchers and are currently registered with the following schemes:

- Care4
- Kiddivouchers
- Edenred
- Government Childcare vouchers

This facility is only available to those families that have indicated that they wish to pay by Tax-Free Childcare Vouchers and have registered appropriately with one of the above. Any Parents wishing to pay via childcare vouchers should email finance@dms.wessex.ac

If payment is by Childcare Vouchers, please make sure these are bought in advance, the school is then emailed and your account will be credited, against booked sessions.

Safeguarding

Wraparound Care provision follows the school's Safeguarding Policy, a copy of which is available on the website.

Refusal of access to Wraparound Care provision

Dorchester Middle School reserves the right to refuse entry to Wraparound Care provision immediately in the event of unsuitable behaviour or non-payment of fees.

The school reserve the right to change this policy at any time without notice.

