



Moorlands Schools Federation

Extended Provision Policy

Date of approval – October 2025

Date of review – October 2026

Approval level - LGC

Responsibility for preparation – Headteacher/SBM

Review Date	Summary of amendments made
24.09.25	<p>Page 1</p> <p>Amendments to the admissions and bookings information regarding securing places.</p> <p>Amendment to arrival for morning wraparound childcare that parents are prohibited to use the driveway for drop off and collection.</p> <p>Page 2</p> <p>Update to the in the event of an emergency contact information.</p> <p>Page 3</p> <p>Amendment to booking deadlines and cancellations that it is the parent/carers responsibility to check the dates are accurate as they are likely to become chargeable bookings when the main booking club becomes live.</p> <p>The only accepted method for cancellation is via an email to the school office.</p>



Moorlands Schools Federation

Extended Provision Policy (Morning and After School Wraparound Childcare)

Wraparound Childcare is a non-statutory provision that Moorlands Schools Federation chooses to provide for the school community. The provision provided by Moorlands is at the maximum capacity that the school can effectively manage, at a quality that ensures the safety and happiness of the children who access it. While Moorlands makes every effort to meet the need within the school community, places in Wraparound Childcare cannot be guaranteed and Moorlands cannot be held responsible if families are not able to book a space or if the provision does not meet families' needs. The responsibility for providing adequate childcare provision outside of school hours is ultimately that of the local authority and not Moorlands Schools Federation.

The Morning and After School Wraparound Childcare provisions are run by Moorlands Schools Federation and exist to provide high quality out-of-school hours childcare for our parents/carers. They provide a range of stimulating and creative activities in a safe environment and are run by experienced staff to provide continuity for the children attending.

The extended hours are from 7:30am–8.45am and 3.15–6.00pm during term time. Current costs are available on the website. A copy of this policy is provided to all parents/carers upon registration.

All parents/carers must complete an online registration form for each child attending for extended hours and sign an agreement to adhere to the terms of this policy. <https://moorlandsschool.ipalbookings.com>

Queries regarding wraparound provision should be directed via the school email office@moorlands-school.com or by phoning 01225 421912

Admissions and Bookings

- Only children attending Moorlands Schools Federation are eligible to attend.
- The registration process must be completed prior to the child's commencement.
- All parents/carers will receive a copy of this policy upon registration.
- Children can be booked for every day, specific day/s or occasional use, where places are available.
- Places are subject to availability and are initially offered after a school managed booking request period via the iPal booking system
- Remaining places after the booking request period (including those offered through the waiting list) are offered on a first come first served basis via the iPal booking system
- All wraparound staff are made aware of the details of a new child via the booking system, which also retains data for future reference.
- Children's attendance is recorded in a register.

Arrival for Morning Wraparound Childcare

- Parents/carers that drive should park responsibly on local roads before walking their child(ren) to or from the entrance. Use of the driveway is PROHIBITED for drop off and collection.
- Parents/carers are required to bring their child directly to Infant building entrance and wait until their child(ren) is/are welcomed into the building by a member of the wraparound team.
- Children will be escorted to classrooms by Morning Wraparound Childcare staff from 8.35am in time for registration.

Collection for and from the Wraparound Childcare Provisions

- Afternoon Wraparound Childcare staff collect children from classrooms at the end of the school day and walk them to the Infant building.
- Parents/carers are required to collect their child from the Infant reception entrance at the end of their session.
- Late collection from 18:01 onwards will incur an additional fee of £5 for each increment of 10 minutes.
- More than three occasions of lateness in any small term may result in the child's place being revoked for the remainder of that term and/or subsequent terms.
- Parents must provide a collection password on iPal which can be shared between trusted adults given responsibility for collecting a child. If this does not happen, staff will not be able to release the child. School safeguarding procedures will then be followed.
- If children are engaged in activities away from the club at collection time a message will be placed on the door advising parents of their location.
- In the event of an emergency, parents may contact Wraparound staff on 01225 421912 Option 3 (between 15.15 and 18.00) to notify the staff that they will be late to collect. Calling to notify staff will not remove the incursion of late fees.

Daily Routine

- Morning Wraparound sessions take place in the dining hall and After School Wraparound sessions take place in the dining hall, main infant hall and outdoors.
- Children will engage in a range of activities during Morning and After School Wraparound Childcare provision to include physical activities, playing with equipment in the club using ICT, reading, drawing and developing social skills.
- During the sessions there is an opportunity to enjoy a drink and eat a healthy breakfast/after-school snack.
- Children are expected to tidy up and staff encourage them to take responsibility for equipment they have been playing with.

Behaviour

- In line with our Relational Behaviour Policy, we recognise that wellbeing and behaviour are inextricably linked, therefore whilst attending children will be expected to follow the Moorlands expectations and demonstrate the school's LEARN Values.
- Based on staffing ratio, children attending Morning and After School Wraparound Childcare will be expected to remain within the spaces in use.
- Any general changes in behaviour or other concerns will be logged using school systems and discussed with parents/carers to agree a way forward.
- If children are not following the Moorlands expectations and demonstrating the school's LEARN Values, this will be addressed in line with our Relational Behaviour Policy and parents/carers will be informed.
- If, after discussion with parents/carers and the implementation of behaviour management strategies according to the school's Relational Behaviour Policy, a child continues to display inappropriate behaviour, the Executive Headteacher may decide to exclude the child from the provision. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All incidents are dealt with by a First Aider holding a valid First Aid training certificate.
- All accidents are recorded in the school accident records and accurately reported to the class teacher or teaching assistant or directly to the child's parent/carer on collection.
- Parents/carers of a child that becomes unwell during wraparound will be contacted immediately. At least one member of the staff team present will have appropriate first aid training.

Payment of Fees

- The parent/carer signing the registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- Fees can be paid in advance by adding to the wallet on the iPal website, either with a card payment or a verified childcare voucher. Please allow a minimum of 7 working days for any childcare voucher paid in

advance to clear our account and be entered onto the iPal system. We accept no responsibility for advance voucher payments not being cleared on iPal in time for the opening of a booking period.

- The iPal system will only allow a maximum of 2 unverified vouchers to be added to an iPal wallet at any one time. An unverified voucher is a voucher that has been entered onto the system but has not been confirmed to have cleared in our bank account.
- Payment can be made at the time of booking by card payment.
- Payment can be made at the time of booking by voucher payment provided there are less than 2 unverified vouchers on the account AND there is no outstanding balance.
- For any voucher payment made on iPal, if the money is not received in the Moorlands bank account within 1 calendar month, we reserve the right to cancel this voucher and any bookings that are linked to it. No future bookings will be able to be made until full payment has been received for all outstanding bookings.
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact the School Office or School Business Manager as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Booking deadlines and cancellations

- Opening dates and times for bookings will be advertised in advance to those registered on iPal.
- All bookings must be made with at least 24 hours' notice. Please note that we are unable to accept on-the-day ad hoc bookings.
- Parents/carers are reminded that it is likely all bookings made during the Booking Request Period will be transferred to the live database. It is therefore the parent/carers responsibility to check the dates are accurate as they are likely to become chargeable bookings when the main booking club becomes live.
- All booked sessions will be charged the full price.
- In the event of cancellation by the parent, refunds will be made as a manual adjustment to the iPal wallet according to these timescales:

Less than 48 hours notice (not including weekends)	More than 48 hours notice (not including weekends)
0% of the session cost	50% of the session cost

The only accepted method for cancellation is via an email to the school office.

Please note:

- Persistent cancellation of sessions may result in future session bookings being refused/cancelled by the school.

Refunds

- Refunds will only be issued for cancelled bookings as per the booking deadlines and cancellations section above or in the event of a child not needing the place because of an activity organised by the school such as participation in sports fixtures.
- Card refunds will only be made in exceptional circumstances (such as financial difficulty or the child no longer being a student at the school) and will incur a minimum 4% processing fee.
- Voucher refunds will only be made in exceptional circumstances (such as financial difficulty or the child no longer being a student at the school) and can only be transferred back to the childcare voucher provider.

Related Whole School Policies:

- Relational Behaviour Policy
- Safeguarding and Child Protection Policy
- Equalities Policy
- First Aid
- Health and Safety Policy
- Supporting Pupils with Medical Conditions