



STANLEY
PRIMARY SCHOOL

Stanley Primary School

Wraparound Care

Parent Information Booklet



Welcome

Our School Wraparound Care provides safe, friendly and reliable before and after school childcare for Stanley Primary School families. Run by familiar school staff, the provision offers children a relaxed environment where they can play, learn, socialise and unwind before and after the school day.

Children may choose from a range of structured activities or enjoy quiet time with games and reading. Our aim is to support families whilst ensuring children feel happy, secure and valued.

If you haven't already done so, when you have read the booklet, please complete The Wraparound Agreement Form, the link can be found on the Wraparound page of the website.

Our Aims

We aim to:

- Provide high-quality, affordable childcare in a safe and nurturing environment
 - Offer consistency between the school day and wraparound care
 - Support children's wellbeing, confidence and independence
 - Promote positive behaviour, kindness and respect
 - Work in partnership with parents and carers
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Who Can Attend?

- Wraparound Care is available to Stanley children from **Reception to Year 6**
 - All places are subject to availability
 - Places must be booked and paid for in advance
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Contact Details

- 07:15-08:45 07983 972606
- 15:00-18:00 07983 972606
- During School Hours 020 8977 4858
- wraparound@stanley.richmond.sch.uk

Session Times and Fees

Discounts for **siblings** and **block bookings** are available. These are credited back to your child's account after the end of each term.

Breakfast Club... Monday - Friday

- **Time:** 07:30 – 08:45
- **Cost:** £6.00 per session

After School Club... Monday – Thursday (Full Session)

- **Time:** 15:15 – 18:00
- **Cost:** £15.50 per session

After School Club... Monday - Thursday (Short Session – following a school club)

- **Time:** 16:30 – 18:00
- **Cost:** £9.50 per session

Fun Fridays

- **Time** 15:15 – 17:30
- **Cost** £10.00 per session



Friday After School Club (Short Session – following a school club)

- **Time** 16:15 – 17:30 – **New Time**
- **Cost** £6.50 per session

Fun Friday is an extra fun session to end the school week on a high.

Each week **Fun Friday** is planned for separately to the rest of the week and will incorporate some more detailed activities, for everyone to enjoy. We are looking forward to welcoming some new faces.



Booking and Payment

All bookings must be made and paid for via **Arbor** at the point of booking

- Bookings can be made:
 - Up to **06:30am on the day** for Breakfast Club
 - Up to **12:15pm on the day** for After School Club
- All sessions must be paid for in advance; unpaid bookings will not be accepted
- Childcare Vouchers are accepted for all sessions

Same-Day Bookings

- Same-day bookings are possible **if your wraparound account is in credit**
- After the cut-off time, please call the **School Office (020 8977 4858)**, make payment via Arbor, and your child will be added to the register
- Same-day bookings will not be accepted after **12:30pm**, except in exceptional circumstances

Cancellations and Amendments

- Parents are unable to cancel and amend sessions in the Arbor app. Amendments or cancellations must be made by emailing wraparound@stanley.richmond.sch.uk
 - This must be done by **18:00 on the day before** the booked session
 - After this time, sessions cannot be cancelled and charges will apply
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Arrival and Collection

Arrival

- Children must be signed in by an adult
- Registers are taken at every session

Collection

- Children must be collected by a named adult listed on the registration form
- Identification may be requested for unfamiliar adults
- Children will not be released to anyone not authorised
- Children are not permitted to leave unaccompanied
- Collection is at the Wraparound Gate just down from the main gate

Late Collection

Invoices for Late collection charges will be applied to the relevant Arbor account as follows:

- £5.00 if collected between **18:00 – 18:15**
- £10.00 if collected between **18:15 – 18:30**

If a child is not collected and parents cannot be contacted, safeguarding procedures will be followed.

Food and Drink

- Breakfast is available until 08:15. After this time the staff will need to clear up and prepare the children for their school day. Choice of cereals, toast and fruit.
- Straight from school - Fruit and drinks
- Tea served at 4:30 – Sandwiches, Wraps, Yoghurts and Fruit

All dietary requirements and allergies must be declared. We are a nut-free provision.

We use fresh ingredients and follow statutory Government guidelines. All staff have received training in food hygiene and preparation. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Should your child's needs change once enrolled, please contact the school office who will be able to update records accordingly.



Behaviour and Expectations

We want Wraparound Care to be enjoyable for everyone. Children are expected to:

- Be kind and respectful to others
- Follow instructions from staff
- Treat equipment and the environment with care

Positive behaviour is encouraged and rewarded. If behaviour becomes unsafe or disruptive, parents will be informed and appropriate steps taken. In rare cases, a place may be withdrawn.

Health, Safety and First Aid

- A qualified First Aider is always on duty
 - Accidents are recorded and shared with parents
 - Parents will be contacted immediately if a child becomes unwell
 - Medication can only be administered with written consent
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Safeguarding

Safeguarding children is our highest priority. All staff follow the school's safeguarding, health and safety, and child protection policies. If a child does not arrive when expected and parents cannot be contacted, appropriate safeguarding steps will be taken.

Valuables

Children should not bring personal toys or valuable items to Wraparound Care. The school cannot accept responsibility for lost or damaged items.



Fun Friday Den Building

Working With Parents

We value positive relationships with parents and carers. We ask that:

- Contact details are kept up to date
- Concerns are raised calmly and respectfully
- Policies and procedures are followed to keep everyone safe

By booking a place at Wraparound Care, parents confirm that they have read and agreed to the terms and conditions outlined in this booklet.

This booklet is reviewed regularly and may be updated. Please refer to the school website for the most current version.

Please complete the Wraparound Care Agreement via Googleform prior to bookings from 20 April 2026...
[Wraparound Care Agreement](#)



Stanley Wraparound
Wishlist

