Gosforth Park First School

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GPFS Rainbow Wraparound Policy

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Document	Version	Date	Author	Change Description
GP-GB-PO-064	05	09/11/2026	Governing Body	Reviewed- Added Prices for 2026/27 Renamed
GP-GB-PO-064	04	02/03/2026	Governing Body	Reviewed- Added Prices for 2026/27
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GP-GB-PO-064	04	10/03/2025	Governing Body Leanne Lamb, Sarah Carrick, Deb Lucas	Updates to reflect procedures in new part of building
GP-GB-PO-064	03	06/03/2024	Governing Body	Removal of references to COVID
GP-GB-PO-064	02	17/10/2022	Governing Body	Clarification to late fees added
GP-GB-PO-064	01	04/03/2022	Governing Body	Reviewed – no changes
GP-GB-PO-064	01	14/07/2021	Governing Body	Document release in QMS format

Purpose and scope

Rainbow Wraparound is operated by Gosforth Park First School to provide safe, inclusive, stimulating and affordable childcare outside the normal school day. Children are offered opportunities for play, creativity, relaxation and social interaction. This policy applies to term-time and holiday provision, staff, parents/carers and authorised collectors. It must be read alongside the school's safeguarding, behaviour, SEND, health and safety, first aid, medical needs, allergy and complaints policies.

Opening hours and eligibility

Term-time breakfast club operates from 7:45am until 8:55am. After-school club operates from the end of the school day (normally 3:30pm) until 5:00pm or 6:00pm according to the booked session. Holiday provision operates during advertised school holidays, excluding bank holidays, training days and the Christmas break.
Holiday provision can be booked for either a full day session from 8:00am – 6:00pm, or a half-day session, either 08:00am – 1:00pm or 1:00pm – 6:00pm.

Eligible children are those attending Gosforth Park First School or Nursery, their older siblings attending Gosforth East Middle School, and former GPFS pupils in Years 5 and 6 at Gosforth East Middle School. Places depend on safe capacity, staffing and completed registration. The school aims to meet requests submitted within the published booking window but cannot guarantee a place beyond safe operating capacity. Any refusal will be explained and considered fairly, including reasonable adjustments for disabled children.

Registration and admissions

A completed registration form and signed home–school agreement are required before a child's first session. Parents must provide current emergency contacts, authorised collectors, relevant medical and allergy information, healthcare plans, dietary needs and any support arrangements. The wraparound leader will ensure staff receive necessary information securely before the child attends. Parents must promptly notify the school of changes. Information is handled under the school's privacy notice and data protection arrangements.

Staffing, supervision and safeguarding

The Headteacher retains operational oversight; the Governing Body oversees the provision. A designated wraparound leader, manages attendance, staffing, handovers, incidents and communication each session. Staffing, deployment, qualifications, first-aid cover and supervision arrangements will be risk-assessed for the age, number and needs of children attending, with applicable EYFS requirements met. Staff and volunteers must complete appropriate safer-recruitment checks and safeguarding training in line with current statutory guidance.

Safeguarding is everyone's responsibility. Staff must read the applicable school child-protection procedures and Keeping Children Safe in Education 2026 Part One. Concerns, disclosures, unexplained injuries, allegations and low-level concerns about adults must be recorded and reported promptly through the school's safeguarding processes.

A DSL or deputy must be contactable during provision; if unavailable, staff follow the published escalation route and contact children's social care or police directly when necessary. Call 999 where a child is in immediate danger. Staff must not delay protective action while awaiting a DSL. Mobile-phone, photography, visitor and online-safety rules follow school policy.

Arrival, attendance and handover

Breakfast club: parents/carers bring children to the Rainbow Wraparound entrance to the left of the main office, ring the bell and hand the child directly to staff for signing in. Children are supervised until they are escorted and handed over to their classrooms at approximately 8:55am.

At **8:40am**, breakfast service concludes and children begin tidying and helping to prepare the club environment for the transition to school.
At **8:50am**, children collect their belongings and are escorted to their classrooms by staff.
There must be a clear cut-off point for serving breakfast to enable staff to clear away food safely, supervise the children effectively, and prepare them for the start of the school day. For this reason, **children arriving after 8:40am will not be served breakfast**.

After school: EYFS and KS1 children are escorted by staff to Rainbow Wraparound. KS2 children attending are received and checked in by a member of club staff. Staff check the booked register promptly and investigate any expected child who has not arrived by contacting the class teacher, office and parent/carer, escalating unexplained absence as a safeguarding concern. Children moving from extracurricular clubs must have an agreed and recorded handover.

On collection, staff verify the adult is authorised, record the child's departure and ensure the child is handed over directly. If identity or authority is uncertain, the child must remain supervised while a parent/carer is contacted. Staff follow safeguarding procedures where a collector appears unable to care safely for the child. Parents must tell the club if a booked child will be absent.

Daily routine, food and activities

Breakfast is available from approximately 8:00am and may include toast, cereal, fruit, milk, water or juice. Tidy-up and preparation for class begin at approximately 8:40am. At after-school club, a light snack and drink are offered at approximately 3:45pm; an evening meal is not provided. Children may choose from planned and child-led indoor and outdoor activities with age-appropriate supervision.

Food hygiene, safe preparation, allergen information, cross-contamination controls and appropriate supervision while eating must follow the school's food-safety and allergy procedures. Staff must have access to individual allergy/healthcare plans and emergency medication, and must not provide food where its safety for the child cannot be confirmed. Dietary and cultural needs will be considered. Water will be available throughout sessions.

Medical needs, first aid and emergencies

Parents must disclose medical conditions, allergies, dietary requirements and medication needs before attendance and update changes. Relevant individual healthcare plans, emergency instructions and prescribed medicines must be accessible to authorised trained staff, including during outdoor and holiday activities. Administration of medicines follows the school's medicines policy, consent and recording arrangements. Staff must know how to respond to anaphylaxis, asthma and other foreseeable emergencies.

Accidents and first-aid treatment are recorded in the Wraparound Accident book or for more serious accident involving hospital treatment on the school's accident form. This includes time, date, injury, treatment, person administering care and parent notification. Serious injuries and head injuries are escalated under school procedures; emergency services are called when needed. Unwell children are supervised safely while parents are contacted for prompt collection. Fire evacuation, lockdown and other emergencies follow school plans adapted to club hours, with registers and emergency contact details available.

Inclusion, SEND and behaviour

All children are entitled to a welcoming, respectful environment. The club follows the Gosforth Park Golden Rules:

- ✓ We follow instructions;
- ✓ We try our best;
- ✓ We treat our school and everyone in it with respect.

Staff use positive relationships, clear expectations, co-regulation, appropriate communication, adjustments and support plans. They consider age, disability, SEND, trauma and unmet needs when responding to dysregulation.

For serious or persistent safety concerns, the supervisor will discuss a support and risk-management plan with parents and relevant school staff. A temporary suspension or withdrawal of a place is a last resort, decided by the Headteacher after considering reasonable adjustments, proportionality, safeguarding and the child's circumstances. Reasons, review arrangements and how to raise concerns will be provided in writing.

See the whole school behaviour policy.

Missing child procedure

If a child cannot be accounted for, staff immediately alert the supervisor and school senior leader/DSL, secure supervision of other children, check registers and last-known location, and organise a prompt, coordinated search of appropriate areas without leaving children unsupervised. Staff contact parents and police without delay where risk is immediate or the child cannot quickly be located; call 999 where there is imminent danger. Record times, actions, decisions and communications, preserve relevant information and complete a safeguarding review after the incident. Staff must not wait for an exhaustive search before seeking emergency assistance where circumstances warrant it.

Late or uncollected child

Parents must collect by the end of the booked 5:00pm or 6:00pm session and contact staff as soon as they anticipate delay. If a child is overdue, staff attempt to contact parents promptly, then authorised emergency contacts, while ensuring at least the required safe level of supervision. The supervisor records contact attempts

and informs the on-call safeguarding lead where concerns arise. If no safe collection arrangement can be made, staff follow the school's uncollected-child safeguarding procedure and contact children's social care/police as appropriate; emergency escalation is immediate where risk is identified. A child is never left alone or sent home unaccompanied.

Bookings and payments

Bookings are made through School Cloud at https://gosforthparkfirst.schoolcloud.co.uk. The normal booking window is the 10th–20th of each month for sessions in the following month. Sessions must be booked and paid for in advance; confirmation is issued after payment or an agreed alternative payment arrangement. Families requiring help with access or payments should contact the school office confidentially.

Parents may request regular sessions for the full academic year; with payments being made monthly in advance of sessions. Full academic year bookings DO NOT automatically roll on to the following academic year. Parents/carers therefore must confirm their requirements for the following academic year within the July booking window.

Ad-hoc requests after the booking window may be accepted subject to staffing and capacity; email wraparound@gosforthpark.newcastle.sch.uk. Please be aware that staff are in class during the day and staff will endeavour to respond to emails during Wraparound time. If a request is urgent please text or phone: 07926946565

Payment is accepted through the School Cloud/PayPal checkout (a PayPal account is not required where guest checkout is offered), and through accepted childcare voucher schemes or Tax-Free Childcare arrangements as confirmed by the school. Families using these schemes should email their requirements to wraparound@gosforthpark.newcastle.sch.uk, within the booking window. Sessions will then be booked by a member of staff and the total cost confirmed. Payment can then be arranged via your preferred voucher company.

Booked sessions are normally chargeable whether attended or not, including due to illness. A parent wishing to end or materially reduce a recurring arrangement must do so within the booking window of the month prior to the session. In the event of school closures, refunds/credits will be provided.

Where payment is overdue, the school will contact the parent to resolve the matter. Continued non-payment may lead to future bookings being suspended and recovery through the local authority's debt procedures, following written notice and consideration of individual circumstances.

Extra-curricular activities

Where a child attends an extracurricular activity before Rainbow Wraparound, parents must tell the club in advance and agree the handover arrangements. The full wraparound session fee applies if the child attends after the activity. Parents who no longer require a regular session should email wraparound@gosforthpark.newcastle.sch.uk and follow the applicable cancellation notice terms.

Fees for 2026/27

Breakfast club	7:45 – start of school day	£5.85
After-school club	End of school day – 5:00PM	£7.60
After-school club	End of school day – 6:00PM	£12.25
Holiday	Half day	£13.00
Holiday	Full day	£26.00

Late collection charges: after a 5:00pm booking, £5 for each commenced 15-minute period (5:01–5:15pm £5; 5:16–5:30pm £10). After a 6:00pm booking, £10 for each commenced 15-minute period (6:01–6:15pm £10; 6:16–6:30pm £20). These charges reflect additional staffing costs and do not replace safeguarding escalation. Fees are reviewed at least annually by the Staffing and Finance Committee.

Concerns, complaints and review

Parents should raise routine queries with the club supervisor. Formal complaints are managed under the school's complaints procedure; safeguarding concerns must be escalated immediately rather than awaiting a complaint response. The policy and risk assessments are reviewed at least annually and after significant incidents, legislative changes or changes to provision. Related documents include child protection, SEND, equality, behaviour, supporting pupils with medical conditions, allergies, first aid, health and safety, data protection, emergency procedures and complaints.

Rainbow Wraparound Home School Agreement

I ……

Parent/carer of …….. confirm that I have read and agree to the Rainbow Wraparound policy, understand the booking and payment terms, will keep contact and medical information current, and will ensure collection by an authorised adult.

Parent Signature ……

Print name …….

Date ……

Signed ……..on behalf of Rainbow Wrap Around

Print Name …….. Date ……

Rainbow Wraparound Registration Form

Pupil Personal Information

Forename:		**Surname:**		**DOB:**	
Home Address:					
Post Code:		**Telephone:**			

Pupil Medical Information

Doctor's Practice:		**Medical Conditions:**	

Is there a current Health care Plan in School? Yes/No

Dietary Information

Allergies:		**Dietary Requirements:**	

Parent/carer 1 Information

Title:		**Forename:**		**Surname:**	
Phone:		**Club time**	**1.**		
		Mobile	**2.**		
		Home	**3.**		
		Work	**4.**		

Parent/carer 2 Information

Title:		**Forename:**		**Surname:**	
Phone:		**Club time**	**1.**		
		Mobile	**2.**		
		Home	**3.**		
		Work	**4.**		

Other Contact Information

Title:		**Forename:**		**Surname:**	
Phone:		**Club time**	**1.**		
		Mobile	**2.**		
		Home	**3.**		
		Work	**4.**		
Relationship to child					

Nominated Individuals Authorised to collect your child

Please provide on the list below the full names of all individuals authorised to collect your child from Rainbow Wraparound, including parents and carers.

	Name	**Relationship to child**
1.		
2.		
3.		
4.		

Pricing 2026/27

AM	7:45 – start of school day	£5.45
PM	End of school day – 5:00PM	£7.10
	End of school day – 6:00PM	£11.70
Holiday	Half day	£11.95
	Full day	£23.90

Please note the following late fees apply for after-school club. This is because of staffing and overtime incurred:

- £5 for every 15 minutes late after 5 o clock
  (i.e. collect between 17:01 and 17:15 £5 fee/Collect between 17:16 – 17:30 £10 fee)
- £10 for every 15 minutes late after 6 o'clock
  (i.e. collect between 18:01 – 18:15 £10 fee / Collect between 18:16 – 18:30 £20 fee)

Pricing and fees will be reviewed at least annually by the Staffing and Finance Committee