

Early Birds and Night Owls

Wraparound Care Information Booklet for Parents

Introduction

At Grampian Primary Academy, we understand the importance of flexible, high-quality childcare to support busy families. Our wraparound provision is designed to provide a safe, nurturing environment for children beyond the standard school day. This includes **Early Birds**, our breakfast club starting from 8:00am, where children can enjoy a calm start to the day with a healthy breakfast, and **Night Owls**, our after-school provision offering engaging activities and care until 6pm. Both services aim to promote well-being, social interaction and ensures every child feels happy and supported throughout their time with us.

Provision Available

Early Birds

8.00 am – 8.45 am - £5.00 per session

Night Owls

Short Stay 3.30 pm – 5.00 pm (no snack provided) £4.50 per session

Long Stay 3.30 pm – 6.00 pm (snack provided) £9.00 per session

Contact Information

Who's Who?

Wraparound Coordinator	Wraparound Care Assistant	Administration Support
	Miss Finlayson	Office Team

Contact Details

Email: wraparoundcare@grampian.anthemtrust.uk

Phone Number: 01332 765546 (option 2)

For out of hours collection, please telephone: 01332 765546 (option 2)

Booking

All sessions for Early Birds (Breakfast Club) and Night Owls (After-School Club) **must be booked and prepaid through the My Child At School (MCAS) app**. Bookings must be made **at least 24 hours in advance** to allow us to plan staffing and resources effectively. Unfortunately, we cannot accept children into sessions that have not been booked and paid for in advance (unless you pay via a voucher scheme and have notified the school beforehand).

You can book sessions on a daily, weekly or half-termly, and payments can be made via the MCAS app using standard online methods or childcare vouchers. Please note that we do not accept cash payments.

For families with variable work patterns, a limited number of ad-hoc places may be available and will be allocated on a first-come, first-served basis. These must also be booked and paid for through the MCAS app.

If you need to make an emergency booking, please contact the school office directly.

Summary

1. Book in advance – a minimum of 24 hours
2. Book via the My Child At School app.
3. Payment through the app in advance – cash payment is not accepted
4. Emergency bookings – contact the school office.

Activities

Our wraparound provision is designed to be fun, engaging, and responsive to the interests of the children. Each session offers a variety of activities to suit different ages and preferences, including:

- **Forest School Experiences**
Children can explore nature, learn outdoor skills, and enjoy hands-on activities that build confidence and teamwork.
- **Board Games and Puzzles**
A great way to encourage problem-solving, cooperation, and social interaction in a relaxed setting.
- **Outdoor Play and Sports**
Weather permitting, children have access to outdoor spaces for games, physical activity, and fresh air.
- **Creative and Craft Activities**
Opportunities for art, design, and imaginative play to spark creativity.
- **Child-Led Choices**
We value children's voices—activities are guided by their preferences, ensuring sessions are enjoyable and tailored to their interests.

Our aim is to create a safe, stimulating environment where children can relax, have fun, and develop new skills beyond the classroom.

Food Provision

Early Birds

Children attending **Early Birds** will be offered a healthy breakfast to start their day. Options typically include:

- Toast
- Cereal
- Fresh fruit

This breakfast is **provided free of charge** as part of the Department for Education's funded breakfast provision. The cost of the Early Birds session covers **adult supervision from 8:00am onwards**, ensuring a safe and calm start to the school day.

Night Owls

Our short stay session (until 5:00pm) does not include food, but children will have access to water and can bring their own snack if they wish.

For those attending the longer stay session (until 6:00pm), we provide a light **snack** to keep children satisfied until home time. Typical options include:

- Beans on toast
- Spaghetti on toast
- Other simple, child-friendly snacks

We aim to offer a balanced and enjoyable snack in a relaxed environment. Please inform us of any **dietary requirements or allergies** when completing your registration form so we can cater appropriately.

Drop Off and Collection

Early Birds

Drop-off:

From **8:00am**, please **buzz the school gate** to speak to a member of the wraparound team. Once access is granted, children will be supervised to the **reception door** by staff. If a member of the team does not answer the gate it may be that they are already in the wraparound provision, so please telephone 01332 765546 (option 2).

Transition to Class:

After breakfast and activities, children are **escorted to their classrooms** by the wraparound assistant to ensure a smooth and safe start to the school day.

Night Owls

Collection from Class:

At **3:30pm**, children are collected from their classrooms by a wraparound assistant and taken to the Night Owls provision.

Parent Collection:

Parents should collect children from the **front office**.

- **Before 5:00pm:** Use the **intercom at the school gate** to contact the school office, who will prepare your child for collection.
- **After 5:00pm:** Please contact the **Wraparound Care phonenumber** to arrange collection – 01332 765546 (option 2). The intercom is not manned after 5:00pm and will not be answered. We try our best to answer the phone as soon as possible, but, on occasions, the wraparound assistant may be preparing food. We apologise for any delay in this circumstance.

This process ensures children remain safe and supervised until they are handed over to a parent or carer.

Late Collection

We understand that, on occasion, you may be delayed in collecting your child. If you think you will not be able to collect your child by the end of their booked session, please **contact the Wraparound Care phonenumber immediately**.

- **Alternative Contacts:**

At registration, you will be asked to provide alternative contacts for collection. These will be used if we cannot reach you.

- **Uncollected Children:**

If your child is not collected on time and we cannot contact you or your alternative contacts, it is our policy to **contact Social Care** for advice and support.

- **Late Charges:**

A late fee of **£5.00 per 5 minutes** will be applied for collections after the agreed session end time. This amount will be added to your MCAS account for payment.

- **Persistent Late Collection:**

Please note that repeated late collection may result in the **loss of your child's place** at Early Birds or Night Owls.

Changes to Bookings

Refunds

Please note that **payments cannot be refunded** if a child does not attend a booked session for any reason, including illness. This is because staffing and resources are planned based on confirmed bookings.

Changing Days or Cancelling a Place

If you need to change the days your child attends or cancel a regular booking, we require **24 hours notice**. Please contact the school office, and we will try to accommodate changes wherever possible.

Club Closure

Wraparound care will only close in the event of a **school closure** (e.g., severe weather). If this happens, we will contact parents by **7:00am for Early Birds** and **1:00pm for Night Owls** via text or phone. You will **not be charged** for sessions cancelled by the school.

Illness, Accident or Emergency

First Aid

If your child becomes ill or has an accident during a session, parents/carers will be contacted immediately. A qualified first aider is always on duty, and all incidents are recorded in line with our **First Aid Policy**. Please ensure medical needs and allergies are clearly stated on your registration form.

Medication

Please refer to the school's **Administering Medicines and Supporting Pupils with Medical Conditions Policy** for full details. If your child requires medication during wraparound care, arrangements must be agreed in advance with the school office.

Behaviour

We follow the school's **Behaviour Policy** and take a positive approach to managing behaviour. To keep everyone safe and happy, we have clear wraparound club rules which are regularly discussed with the children.

If you have any concerns about your child's social or emotional welfare, please speak to a member of staff promptly.

Persistent inappropriate behaviour may result in the Headteacher withdrawing a child's place at the club.

Parent Commitment

To help our breakfast and after-school clubs run smoothly, please:

- Inform us of any changes to collection arrangements (in writing if known in advance, or by phone on the day).
- Notify us if your child will be absent from a booked session.
- Remember that once you collect your child, they are your responsibility from the recorded leaving time.
- Book and pay for sessions in advance to secure your child's place.

Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of all children.

- All staff are employed by **Anthem Schools Trust**, hold **enhanced DBS checks**, and receive training in safeguarding, child protection, first aid, and food hygiene.
- Staff follow school policies based on local and national guidance and wear identification badges.

Our **Designated Safeguarding Lead (DSL)** is the Deputy Headteacher, Mrs Laura Hanser.

If you have concerns, contact the school office on **01332 7655476** or email

safeguarding@grampian.anthemtrust.uk.

Complaints Procedure

If you have a concern about wraparound care, please speak to the **Wraparound Care Coordinator** first (by email or appointment). If the issue is not resolved, you may make an appointment with the Headteacher, who will follow the school's **Complaints Policy**.

We aim to resolve concerns promptly, fairly, and confidentially. Making a complaint will **not affect the quality of care** or your child's place at the club.

Policies

Wraparound care follows all school policies. These are available on our website or from the school office on request.