



Coleridge Primary School

Learners for life

CREATIVE, CARING, INCLUSIVE, ASPIRATIONAL, RESILIENT

Coleridge Primary School Wraparound Provision Handbook 2026-2027

Updated: May 2026



Contents

1. Welcome and Introduction
2. Our Values
3. Session Information
 - Breakfast Club
 - After School Club
4. Daily Routines and Activities
5. Collection Arrangements and Late Collection
6. Attendance and Absence
7. Infectious Illness Guidance
8. Behaviour and Expectations
9. Withdrawal of Place
10. Safeguarding and Supervision
11. Medical Needs and Medication
12. Food at Wraparound Provision
 - Healthy Eating, Food Safety and Allergies
 - Example Menus
13. Booking and Payment
14. Childcare Vouchers, Tax-Free Childcare and Universal Credit
15. Cancellations and Changes
16. Holiday Club
17. Communication and Contact
18. Children's Property
19. Parental Agreement



Welcome and Introduction

Dear Parents and Carers,

Welcome to Coleridge Primary School's Wraparound Provision, which includes Breakfast Club, After School Club and Holiday Club.

My name is Leigh Ellwood, and I am the Wraparound Provision Manager at Coleridge Primary School. I am pleased to welcome you to our in-house Breakfast Club and After School Club.

Our wraparound provision is designed to provide a safe, well-organised and nurturing environment where children are supported to relax, play and socialise before and after the school day. The provision operates as an extension of the school, with strong links to the school's ethos, behaviour expectations and safeguarding procedures.

We are committed to delivering high-quality care that promotes children's wellbeing, independence and positive relationships. Our approach is underpinned by Coleridge's core values of Caring, Creative, Inclusive, Aspirational and Resilient, ensuring that all children feel secure, valued and supported.

Safeguarding is our highest priority. All staff are appropriately trained, vetted and supported, and children are supervised at all times. We work closely with the school leadership team to ensure clear systems, consistent routines and effective communication with families.

This handbook has been produced to provide clear information about how the wraparound provision operates. We value open and respectful communication with parents and carers and welcome any questions or feedback you may have.

Thank you for choosing Coleridge Wraparound. I look forward to working in partnership with you to ensure the provision is safe, inclusive and of a high standard for all children.

Yours sincerely,

Leigh Ellwood

Wraparound Provision Manager

Coleridge Primary School

wraparound@coleridgeprimary.net



Our Values

Our wraparound provision reflects Coleridge's core values:

- Caring – children feel safe, supported and valued
- Creative – opportunities to explore, play and try new things
- Inclusive – all children are welcomed and supported
- Aspirational – we encourage children to be their best
- Resilient – children are supported to adapt, grow and thrive

Session Information

Breakfast Club

Breakfast Club provides a calm, welcoming start to the school day. Children are offered a nutritious breakfast and time to socialise before being taken safely to their classrooms by staff.

Food provided at Breakfast Club follows the same healthy eating, food safety and allergy procedures outlined later in this handbook. All children remain within sight and hearing of staff at all times.

Breakfast Club runs Monday to Friday, **8:00am to 8.50am (infants) / 8:00am to 8:55am (Juniors)** (term time only)

Monday to Thursday

Children are to be dropped off to the wraparound provision by their parents or carers at the below locations:

- Reception children and Y1 children: Shirley Boffey House on Waverley Road (Breakfast is in Shirley Boffey House)
- Years 2, 3, 4, 5 & 6: West Main Office. (Breakfast is in the West Hall)

Friday

All children Reception to Years 6 are dropped off Shirley Boffey House on Waverley Road (Breakfast is in Shirley Boffey House)

Infant children are taken to class at **8:50am** and Junior children at **8:55am**.

After School Club

All wraparound care takes place on the Coleridge Primary School premises. Reception, Year 1 & Year 2 children (Infants), are based in the East Building and Shirley Boffey House. Years 3, 4, 5 & 6 children (Juniors) are based in the West Building.



Children are collected from their classrooms at the end of the school day, or from their club at 4:30pm, and brought safely to the wraparound provision by staff.

Each group of children will have a designated base room where they can unwind, play, and socialise, with access to outdoor space throughout the session. A healthy snack will be provided between 3:40pm and 4:10pm, or from 4:30pm following enrichment clubs, within each group's designated area.

Following snack time, children may choose to take part in a planned activity either in the library or within their base room, or access free play opportunities in the hall. Outdoor play in the playground, and on the MUGA pitch for West group children, will also be available weather permitting.

Activities include creative arts and crafts, construction and small world play, board games, sports activities, quiet reading, and outdoor play. Some activities are staff-led, whilst others are child-led, allowing children the opportunity to make choices, build independence, relax, and socialise after the school day in a safe and supportive environment.

After School Club runs Monday to Friday, **3:20/3.25pm to 6:00pm** (term time only)

Collection Arrangements

Parents and Carers may collect their children at any time between 4:00pm and 5:55pm. Please use the correct pick-up location for your child's group. A member of staff will greet you to sign out your child.

Pick up locations:

- Reception: Shirley Boffey House on Waverley Road.
- Years 1 and 2: Waverley Road. Monday to Thursday ONLY and in Shirley Boffey House on Waverley Road on Friday
- Years 3, 4, 5 and 6: West Office.

Parents and Carers should call one of the following numbers on arrival, unless a staff member is present. A member of staff will bring your child to be signed out:

- **Infants: Reception, Year 1 and 2 - 07548 281 935**
- **Juniors: Year 3, 4, 5 and 6 - 07958 220 175**

Please note that these mobile numbers are only available between 8:00am to 8:55am and 3:15pm to 6:00pm and only accept calls – please do not text these mobiles. During the school day, please contact the school office.

Children will only be released to adults authorised on Arbor. If someone different is collecting your child, you must inform us in advance. You can update your authorised to collect contacts on your child's Arbor account – please ensure that you are also ticking that guardians are authorised to collect, otherwise you will not appear on our list.



Late Collection

- Children must be collected promptly by **6:00pm**.
- If you are running late, you must contact us immediately.
- A late fee of **£5 for every 5 minutes** after 6:00pm will be charged.
- Repeated late collection may result in a review of your child's place.

Attendance & Absence

- If your child is absent, please notify the school office as usual.
- Sessions missed due to illness or absence are not refundable.

Infectious Illness

- To help keep all children and staff safe, children should not attend wraparound if they have a contagious illness.
- If your child has sickness or diarrhoea, they must not attend school or wraparound for 48 hours after the last episode.
- If your child is absent, please notify the school office as usual.
- If we become concerned that a child is unwell during a session, we will contact you and you will be expected to collect promptly.

Behaviour & Expectations

- We follow Coleridge Primary School's behaviour policy at all times.
- We promote positive, considerate, and caring behaviour throughout the school and the extended day provision so that all children can enjoy their time together.
- Any behaviour concerns will be addressed in line with the school's behaviour policy. This will be made clear to the children.
- The wraparound club managers will keep parents informed of any behaviour issues that arise during the session, if appropriate.
- Where the child's behaviour fails to meet the school expectations or maintain the boundaries of acceptable conduct, their place in the provision may be withdrawn.
- In rare cases where behaviour impacts the safety or wellbeing of others, we may review whether the provision remains appropriate.
- If a child finds it difficult to settle, we will work closely with parents to support them.

Withdrawal of Place

We reserve the right to withdraw a child's place from the provision in the event of any of the following circumstances:

- Contravention of any of the conditions contained in the wraparound policy after sufficient notice has been served. In extreme instances, withdrawal may be immediate and/or on a permanent basis;



- Should any child appear continually unsettled or unhappy during club sessions;
- Where the provision is unable to safely or appropriately meet a child's needs despite reasonable support strategies being implemented;
- Where continued attendance presents a significant risk to the safety, wellbeing or effective supervision of children or staff;
- Where the child's behaviour is deemed unacceptable by the club staff and Headteacher. If behaviour fails to meet the school expectations or maintain the boundaries of acceptable conduct, the child's place may be withdrawn.

Safeguarding & Supervision

Safeguarding is our highest priority:

- All staff are DBS checked and trained in safeguarding
- Registers are taken and checked daily
- Children are supervised at all times
- Secure handover procedures are followed at collection
- We follow the school's safeguarding policies and procedures at all times.

Medical Needs & Medication

- Medical and allergy information is taken from Arbor - please ensure all details are kept up to date – you can log in to your Arbor account to update your child's details.
- Medication will only be administered in line with school policy and with appropriate permissions in place.

Food at Wraparound Provision

At Coleridge Primary School, food provided during wraparound care is designed to support children's wellbeing and enjoyment of the school day. We offer simple, nutritious options in a calm change to relax and social setting.

All children are offered a snack at the beginning of the session between 3:30-4:00pm or at 4:40 after their club. We ask that children do not bring in their own snack from home for wraparound.

Healthy Eating, Food Safety & Allergies

- Snacks follow UK Healthy Schools Food Standards. Fresh fruit is offered daily alongside regular wholegrain options. Dairy and dairy free alternatives are available and water is accessible at all times.
- Dietary requirements, allergies, medical needs, and cultural or religious preferences are accommodated in line with information held on Arbor. Please ensure that this information is up to date – you can do this by logging in to your Arbor account.
- Staff are trained in food hygiene, allergy awareness, safe food handling, and all food is prepared and served in a hygienic and supervised environment.



- Children are encouraged to make healthy choices in a positive and supportive way, without pressure, helping them develop lifelong healthy eating habits.
- During snack times, all children are supervised at all times and remain within sight and hearing of staff to ensure their safety, appropriate supervision and support.

Example Menus

Menus are examples only and may change based on availability, dietary requirements, or operational needs.

We are exploring the option of trialling a new menu for the after school club including the option of hot meals such as pasta dishes and pizza we will provide further details in due course.

Breakfast Club Example Menu

Day	Main	Fruit	Spreads	Cereal	Drink
Monday	Toast / Bread	Mixed fruit options	Butter, Honey, Marmite	Rice pops, Wheat Malts, Wheat Biscuits	Water, Milk and Oat Milk
Tuesday	Toast / Crumpets	Mixed fruit options	Butter, Honey, Marmite	Rice pops, Wheat Malts, Wheat Biscuits	Water, Milk and Oat Milk
Wednesday	Toast / Pancakes	Mixed fruit options	Butter, Honey, Marmite	Rice pops, Wheat Malts, Wheat Biscuits	Water, Milk and Oat Milk
Thursday	Toast / Bread	Mixed fruit options	Butter, Honey, Marmite	Rice pops, Wheat Malts, Wheat Biscuits	Water, Milk and Oat Milk
Friday	Greek Yogurt and Blue Berries	Mixed fruit options	Butter, Honey, Marmite	Rice pops, Wheat Malts, Wheat Biscuits	Water, Milk and Oat Milk

After School Club Example Menu

Day	Main / Carbohydrate	Fruit	Vegetables	Snack	Drink
Monday	Sandwiches: (cheese/tuna mayo/honey/dairy-free spread)	Apple and Pear slices	Mixed Veg Sticks	Rice Cakes	Water
Tuesday	Pitta bread with dip & Olives Or Greek Yogurt & honey	Orange segments	Mixed Veg Sticks	Crackers	Water
Wednesday	Bagels: (cream cheese/dairy-free spread)	Grapes and Strawberries (sliced)	Mixed Veg Sticks	Rice Cakes	Water



Thursday	Sandwiches: (honey/cheese/dairy-free spread)	Melon Selection	Mixed veg Sticks	Fruit	Water
Friday	Wraps: (tuna/cheese/dairy-free spread)	Mixed fruits	Mixed Veg Sticks	Crackers & Cheese	Water

If you have any questions or specific requirements that have not been mentioned, please do not hesitate to contact us at wraparound@coleridgeprimary.net

Booking & Payment

- Bookings are made on an ongoing basis will automatically roll over from term to term to provide continuity of care for families.
- Once a place has been secured, your child's booked days will continue each term unless you request changes or cancellation in line with the notice period below.
- Parents/carers must provide a minimum of 4 weeks' written notice if they wish to reduce, cancel, or change booked sessions. Notice will begin from the date the request is received by the school. Charges will continue during the notice period. Requests should be sent by email to the Wraparound Team.
- Requests to increase or change sessions are subject to availability and cannot be guaranteed.
- Payment is required in advance of each term. If payment is not received by the published deadline and no payment arrangement has been agreed with the school, wraparound places may be suspended or withdrawn.
- Wraparound charges are organised across three booking periods each academic year:
 - Autumn Term: September to December. Payment due in full by 1st September 2026
 - Spring Term: January to March. Payment due in full by 1st January 2027
 - Summer Term: April to July. Payment due in full by 9th April 2027
- Childcare vouchers and Tax-Free Childcare are accepted
- You will not be charged for inset days, or if the school is required to close.
- Once sessions have been booked, they are non-refundable for non-attendance, including illness or holidays, as staffing and resources are planned in advance. Further details are set out in the Cancellation and Changes Section.
- The school reserves the right to suspend or withdraw places where there are significant arrears or persistent late payments.
- Wraparound fees are reviewed regularly. The school reserves the right to increase fees where necessary to reflect rising staffing, food, and operational costs

Childcare Vouchers & Tax-Free Childcare

Coleridge Primary School's wraparound provision accepts Childcare Vouchers and Government Tax-Free Childcare payments from the providers listed below. Where required, please use the account or reference details shown when setting up or making payments.

If your provider is not listed, please contact us at wraparound@coleridgeprimary.net for advice.

Accepted Childcare Payment Providers



Provider Name	Account / Reference Number	Website
ComputerShare	N/A	https://myaccount.computersharevoucherservices.com
KiddiVouchers	N/A	https://www.kiddivouchers.com
Care4 (Core4)	01356736	https://www.care-4.co.uk/ChildcareVouchers
Edenred	P21078155	https://www.edenred.co.uk/childcare-vouchers
Fideliti	COL097C	https://www.fideliti.co.uk
Sodexo	893755	https://uk.childcare-vouchers.sodexo.com
Busy Bees	205888	https://www.busybeeschildcare.co.uk
Fair Care	COLE0921	https://www.faircareonline.co.uk
Government Tax-Free Childcare	N/A	https://www.gov.uk/guidance/sign-in-to-your-childcare-provider-account-for-tax-free-childcare
Co-op Childcare Vouchers	85122585	https://www.flexiblebenefits.coop
Enjoy Benefits	TBC	https://www.enjoybenefits.co.uk

Using Childcare Vouchers or Tax-Free Childcare

Parents wishing to use Childcare Vouchers or the Government Tax-Free Childcare scheme must contact the school in advance at wraparound@coleridgeprimary.net and provide the following information:

- Childcare provider name
- Child's full name
- Name of the registered parent/carer
- Reference number (if applicable)

Important Information

- Payments cannot be processed without the information listed above.
- Childcare Voucher payments cannot be used for last-minute ad-hoc bookings due to provider processing times.
- A screenshot of payment confirmation must be emailed to wraparound@coleridgeprimary.net.
- Please note that allocating Childcare Voucher and Tax-Free Childcare payments into Arbor is a manual process that the school will do, so may be subject to delay. We appreciate your patience while we process these payments.
- Payments must be made by the published deadlines to secure your child's place.
- Voucher and Tax-Free Childcare payments must be clearly referenced with your child's name.
- Payments remain the responsibility of the parent/carer, even if a voucher provider delays processing.
- Please allow 7 days for the school to receive the payment in the bank and allocate the payment to your Arbor account



- For tax and audit purposes, Childcare Vouchers and Tax-Free Childcare payments cannot be refunded to parents or transferred to school meal or trip accounts under any circumstances.

For further information about help with childcare costs, including eligibility for Government Tax-Free Childcare, please visit: www.childcarechoices.gov.uk

Paying Using Universal Credit

Some families may be eligible to claim childcare costs through Universal Credit. Parents are responsible for managing their Universal Credit claim directly with the Department for Work and Pensions (DWP).

When making a claim, you may be asked to provide the childcare provider's details:

- **Provider name:** Coleridge Primary School – Wraparound Provision
- **Address:** Coleridge Primary School, 77 Crouch End Hill, London, N8 8DN
- **URN:** 102121

Invoices or payment confirmation letters can be provided upon request to support Universal Credit claims. Please email wraparound@coleridgeprimary.net. Please provide us with your child's name, their class and the period the invoice is required for in the email subject and the email body.

Please note:

- Universal Credit payments are paid to parents, not directly to the school.
- Parents remain responsible for ensuring fees are paid in line with school deadlines, regardless of claim status or payment timing.
- The school cannot advise on individual Universal Credit eligibility or claim decisions.

For full guidance on claiming childcare costs through Universal Credit, please visit: www.gov.uk/universal-credit/childcare-costs

Cancellations & Changes

- Wraparound places are booked on an ongoing basis and charges are applied in advance for each term through Arbor.
- Sessions are non-refundable for non-attendance, including illness, holidays, or changes to personal circumstances. This allows the school to plan staffing and maintain safe adult-to-child ratios.
- If you wish to permanently reduce, cancel, or change your child's regular booked days, a minimum of 4 weeks' written notice must be provided to the Wraparound Team. Notice will begin from the date the request is received. Charges will continue during the notice period.
- Requests to increase sessions, add additional days, or swap regular booked days are subject to availability and cannot be guaranteed.
- Adding additional days - if you need to add a day in the current term, please contact the wraparound team on wraparound@coleridgeprimary.net to check availability. We will do our best to accommodate your request if a space is available.



- Approved changes to regular booked sessions will continue on a rolling basis unless further notice is given.
- If the school needs to unexpectedly close for any reason, your fee for that session will be credited to your Arbor account.
- Absence - fees remain payable if a child does not attend a booked session.
- The school reserves the right to suspend or withdraw places where there are significant arrears or persistent late payments.

Holiday Club

- Children from Reception to Year 6 are welcome to attend our Holiday Club, which operates during most school holidays from 9:00am–5:00pm, with optional early and late club sessions available to support families with extended childcare needs.
- The club is based in Shirley Boffey House and also makes use of the school's facilities, including outdoor spaces and sports areas.
- We provide a fun, safe, and engaging environment where children can enjoy a wide variety of activities throughout the day.
- Activities include arts and crafts, sports, team games, themed activities, indoor and outdoor play, and opportunities for free play and social interaction.
- Our aim is to create a welcoming environment where children can build confidence, develop friendships, stay active, and enjoy their school holidays in a relaxed and supportive setting.

Communication & Contact

- To contact the wraparound team about your booking, you can speak to them during the school day by contacting the school office on 020 8340 3173 or emailing the wraparound team on wraparound@coleridgeprimary.net.
- If you need to contact the wraparound team to let us know about any changes to who is collecting your child, or if you are running late in the event of an emergency, you can contact us on our wraparound mobile phones (numbers below), between 8:00am–8:55am and 3:15pm–6:00pm.
 - **Infants: Reception, Year 1 and 2 - 07548 281 935**
 - **Juniors: Year 3, 4, 5 and 6 - 07958 220 175**

Please note: the above phone numbers are for drop off and pick up only.

- If you have any questions or concerns, please contact us:
 - **Wraparound email:** wraparound@coleridgeprimary.net
 - **School Office:** admin@coleridgeprimary.net / 020 8340 3173
- If you have concerns that cannot be resolved informally, please refer to the school's complaints policy, available on the school website.



Children's Property

- Children are not allowed to bring a mobile phone, camera, iPad etc to the wraparound provision. The school cannot accept responsibility for these items.
- If your child has a mobile phone, they are not allowed to use during wraparound sessions, and the staff manager must be informed.
- Please avoid sending valuable or precious items with your child, as we cannot be responsible for them.

Parental Agreement

- By booking a place within Coleridge Primary School's Wraparound Provision, parents/carers agree to abide by the terms and procedures set out in this handbook, including those relating to bookings, payment, cancellations, collection arrangements, behaviour expectations, safeguarding, and communication.
- Parents/carers are responsible for ensuring that all contact, medical, allergy, and collection information held on Arbor remains accurate and up to date at all times.
- The school reserves the right to review, amend, or update this handbook and the operation of the wraparound provision where necessary. Parents/carers will be informed of any significant changes.