




Before and After School Care Policy (“The Den”)

Smawthorne Henry Moore Academy
Accomplish Multi-Academy Trust



Policy Name	Before and After School Care Policy	
Policy Owner	Accomplish MAT	
Version Reference	Version 1	
Approved by	SHMA Local Governing Board	
Effective Date	January 2026	
Review Date	January 2027	

Before and After School Care Policy (“The Den”)

Bookings: 01977 558395 or via ParentMail
 E-mail: wraparound@smawthorneprimary.org
 The Den Mobile Number: 07827 803188

Welcome to “The Den”, before and after school care at Smawthorne Henry Moore Academy.

Aims and Objectives

Every child is valued as an individual, with their own unique personalities.

- To provide quality care for all children in a welcoming, stimulating and safe environment.
- To ensure a child feels safe, happy and supported at all times.
- To encourage equal opportunities.
- To create a range of fun activities which are age appropriate, engaging and inclusive to all.
- To support children with special educational needs.
- To provide a healthy food option to all children who arrive before 8.20am or stay after 4.30pm. All staff preparing food have food hygiene training and certificates.

Inclusion Statement

We recognise that there may be children with additional needs, requiring additional support, who wish to attend wraparound care. We aim to provide wraparound childcare to every child who needs it, where reasonably possible.

Behaviour Statement

We believe that positive behaviour underpins a safe and enjoyable experience for all. During their Wraparound sessions, all children are expected to follow the school’s behaviour policy. Staff have high behaviour expectations of our children and are experienced in supporting with the behavioural needs of children of all ages.

We promote positive behaviour by praising children for their positive actions and attitudes.

Children who choose not to adhere to our behaviour policy, will receive sanctions in line with the school's behaviour policy. Staff will support your child at this time and parents will be informed by the manager via telephone, Dojo or in person.

If poor behaviour continues or disrupts the enjoyment of other children, your child's place in The Den could be revoked for a session or multiple sessions.

Opening times and fees

- The charge for a morning session is £4.00 (7.30am–8.45am)
- The charge for a partial afternoon session is £6.25 (3.15pm–4.30pm)
- The charge for a full afternoon session, which includes a light meal, is £13.00 (3.15pm-6.00pm)
- You will be charged an additional fee if you are late to pick your child/children up.

Please book your child in via Parentmail, in advance where possible to ensure the place. Payment must be made in advance.

Dropping off and collecting your child.

- Children must be dropped off and collected from the main entrance.
- During the morning session, a member of staff will be there to greet and register your child. Children MUST be accompanied by an adult and handed over to staff.
- Please contact staff, via the Wraparound phone, when picking up to alert them of your arrival. Please provide a password for staff to use so your child can be safely handed over in case of your absence. If you are going to be delayed, please contact Wraparound staff as soon as possible. A registration form must be filled in as soon as possible to provide staff with emergency contact numbers, medical needs and other relevant information.

Wraparound Staff

Morning:

Mrs Catherall (Manager)

Mrs Kirkbright

Mrs Lisle

Mrs Mountain

Afternoon:

Miss Lumb (Manager)

Miss Bell

Mrs Parkin

Mrs Lisle

Miss Muscroft

Miss Cooper

All staff have up to date safeguarding training and first aid training. Key staff have paediatric first aid training, food hygiene training and safer handling training.

Snacks

At Wraparound, we promote healthy eating. Breakfast is provided at our morning session. Breakfast is a choice of cereals, toast and fruit plus a choice of milk or water to drink.

Children who are attending our afternoon session may bring a healthy snack from home – this can be stored in our fridge if needed.

Children attending a full afternoon session (staying after 4.30pm) will be offered a light meal.

Afternoon Menu example (after 4.30pm)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Tomato pasta	Chinese noodles	Beans on toast	Creamy spaghetti	Wraps with grated cheese and dips
Week 2	Crumpets with butter/cream cheese	Sandwiches with mixed fillings	Spaghetti on toast	Cheese and tomato pasta	Soup and bread roll

Compliments and complaints procedure

If you wish to discuss any aspect of Wraparound, in the first instance, please contact Mrs Catherall or Miss Lumb.