



South Gosforth First School
'Roots to grow and wings to fly'

Skylarks Wraparound Provision Policy - 2025-2026

	Staff <ul style="list-style-type: none">• Read it• Chance for feedback	FGB Approval <ul style="list-style-type: none">• Approved	Accessible <ul style="list-style-type: none">• Website link saved
Review Date:	June 2025	June 2025	June 2025
Next Review Due:	June 2026 (or earlier if required)		

Skylarks Wraparound Provision is run by South Gosforth First School and exists to provide high quality, affordable out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. It is staffed by appropriately qualified support assistants with experience of working in wraparound care.

The provision operates from **7.45am – 8.45am (8.40am for EYFS)** and from **3.15pm (3.10pm for EYFS) – 5.55pm** term time only.

A copy of this policy is provided to all parents of children attending Skylarks Wraparound Care and is also available on the SGFS school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy - [SGFS Wraparound Registration Form](#)

Admissions

- Only children attending South Gosforth First School (including SGFS Nursery) are eligible to attend Skylarks Wraparound Provision.
- All places must be booked at least 30 days in advance of any date required. Any bookings required within 30 days are subject to availability.
- The registration process must be completed at least 7 days prior to the child's commencement at the club so that Skylarks staff are aware of dietary requirements and emergency contact details of any new child.
- All parents/carers will receive an electronic copy of this policy and it is also available to view via our school website.
- We will make all reasonable adjustments and consider all options available to us when considering if a child can attend Skylarks Wraparound provision. All children will be considered on an individual basis.

- The definition of what is 'reasonable' will be based on the following criteria: (The following criteria applies to children wanting to attend Skylarks for the first time and to children who already attend Skylarks)
 - Needs of the child (assessment by staff in school, SEND and / or health documentation)
 - Safeguarding – The needs of the child, the other children attending Skylarks and the capacity of the staff
 - Experience and training of the staff (If an additional member of staff needs to be employed to support a child on a 1:1 or 1:2 basis, parents/carers will be asked for a financial contribution towards this.)
 - Limitations of the facility – Number of attendees and staff and the suitable spaces available in school
 - Ratio of staff to children

Decisions around admissions will be made by the Head Teacher in consultation with the Deputy Head Teacher, Skylarks Leader, SENCO and School Business Manager. If any parent/carer challenges the decision of the Head Teacher, this will be reviewed by an independent committee of governors. Decisions made by the Head Teacher and/or governors will be reviewed at least termly.

Arrival and Departure

Skylarks Breakfast Club (07.45am – 08.45am or 8.40am for EYFS):

- Parents/carers are required to bring their child directly to Skylarks Wraparound provision and sign them in. Parents/carers will need to press the door bell and staff will come and collect the child/ren from the front of school.
- Children will be escorted to their relevant classroom by the Skylarks staff at 8.45am (8.40am for EYFS)

Skylarks After School Club (3.10pm for EYFS or 3.15pm – 5.55pm)

Skylarks staff will go and collect the children who are attending wraparound provision from their classrooms at the end of the school day.

The wraparound provision staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure:

- When a child is collected at the end of or during a session, **they must be signed out by a parent/carer or named collector and the time must be recorded.**
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that this form is kept fully up to date.
- Parents/carers must inform Skylarks staff or the main school office if their child is going to be absent for any reason. This includes if parents/carers intend to collect their child from school at the usual school collection time.

Daily Routine

Morning Session

- Children can arrive from 7.45am until 8.35am and parents/carers sign them in. If you arrive after 8.35am, you must take your child to their classroom door and wait for their teacher to collect them at 8.45am (8.40am for EYFS pupils).
- From 7.50am - Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast (toast/cereals/fruit juice, fruit, milk or water).
- If you would like your child to receive breakfast, you must bring your child to Skylarks prior to 8.30am.
- 8.35am/8.40am - Tidy up time. We encourage the children to take responsibility for the school environment which they have been playing in and help to tidy up this space.
- 8.40am/8.45am - Children collect their coats and bags. Children are then escorted to their appropriate classrooms by Skylarks staff.

After School Session

- Skylarks staff will go and collect the children who are attending wraparound provision from their classrooms at the end of the school day.
- 4.30pm (approx.) - All children will be offered a light snack/drink (this is to enable pupils who are attending extra-curricular clubs before coming to Skylarks to also have the option of a snack). No 'substantial' meals will be provided. Children can then choose from a range of play and planned activities, both indoors and outdoors (weather dependent).
- Children must be collected no later than 5.55pm and signed out by a parent/carer.

Behaviour

Whilst attending Skylarks Wraparound Care, our children are expected to follow our 'Restorative Approach to Positive Behaviour Policy' at all times:

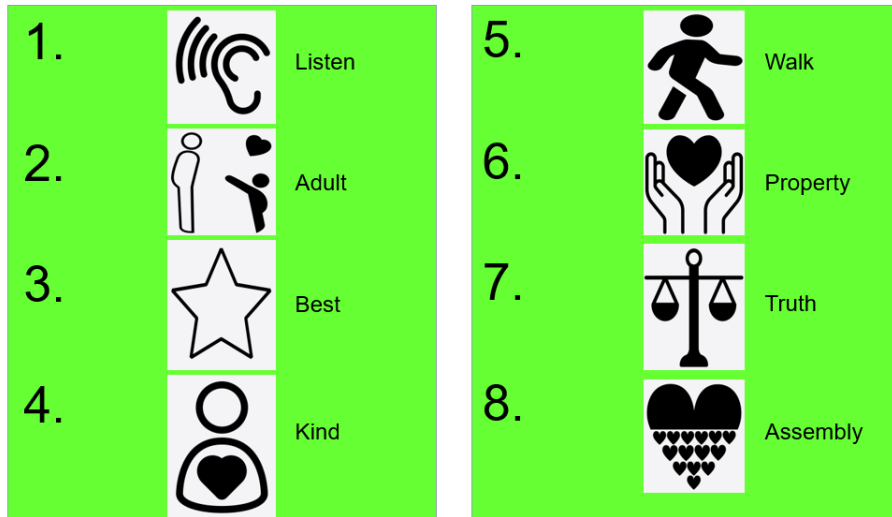
Green Behaviours – 'Are you ready?'

We believe that these behaviours help our children to be safe, happy and ready to learn:

1. Listen carefully.
2. Do as you are asked by an adult first time.
3. Always try your best and help others to do the same.
4. Be polite, fair and kind to others.
5. Walk around school sensibly, quietly and calmly and line up sensibly and smartly.
6. Treat others' property and the school environment carefully.
7. Tell the truth.
8. Be respectful at all times.

Green Behaviours

Are you **READY?**



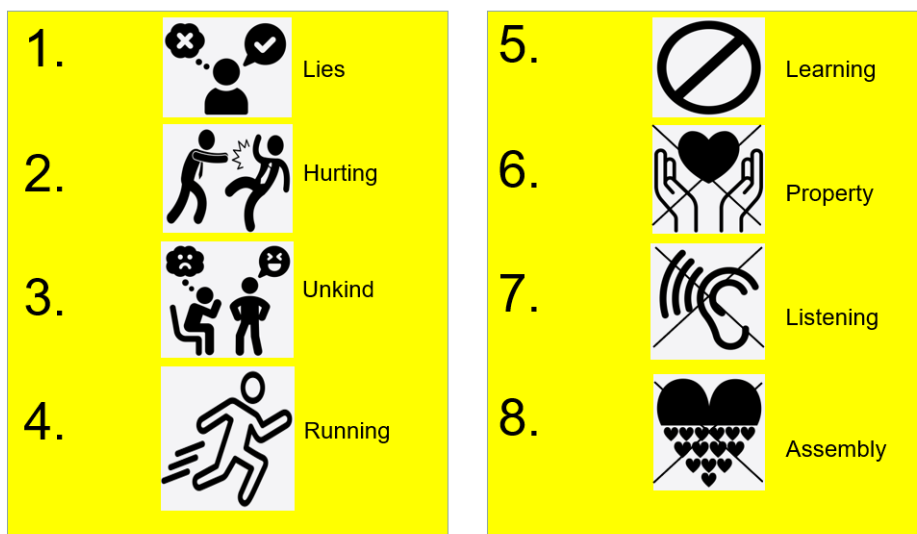
Yellow Behaviours – ‘Are you respectful?’

When children exhibit some of the following behaviours, we recognise that this is not respectful and endeavour to help the child to make different behaviour choices using a range of supportive strategies and actions:

1. Telling lies.
2. Physically hurting others e.g. shoving, pushing.
3. Saying unkind things or calling names.
4. Running in school (except during P.E), being inconsiderate in shared spaces or pushing in the line.
5. Stopping others from learning.
6. Not treating the property of others or the school environment carefully.
7. Not listening, interrupting or talking over an adult.
8. Demonstrating disruptive behaviour on one or two occasions.

Yellow Behaviours

Are you **RESPECTFUL?**



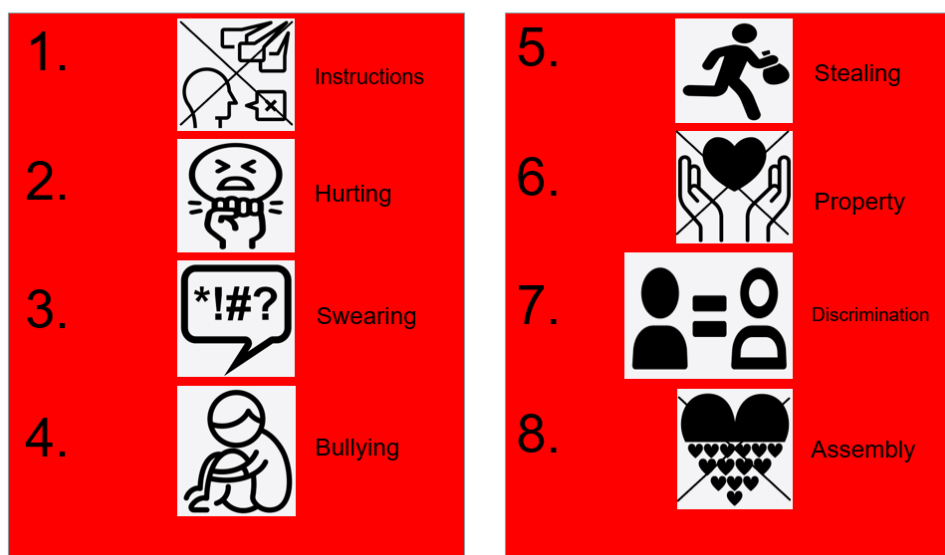
Red Behaviours – ‘Are you safe?’

When children exhibit some of the following behaviours, we understand that these are not respectful or safe and support the child to also recognise this. Through using a restorative approach, we enable the child to reflect on the behaviours, discuss different choices and repair relationships through the use of appropriate actions.

1. Refusing to follow an adult’s instructions, arguing back or rudeness.
2. Seriously hurting someone e.g. hitting, punching, kicking.
3. Swearing.
4. Bullying – Repeated and deliberate unkind behaviour towards others.
5. Stealing.
6. Deliberately breaking or damaging the property of others or the school environment.
7. Discriminatory behaviour e.g. racist or homophobic behaviour.
8. Demonstrating consistently disruptive behaviour on more than two occasions.

Red Behaviours

Are you **SAFE**?



Restorative Approach

At South Gosforth First School, we recognise that pupils’ behaviours are affected by a range of factors and are often a form of communication. In order to support our children, through discussion, teaching and modelling, we aim to equip pupils with positive strategies to recognise and manage their own feelings and behaviour.

‘Thinking Time’

If a child shows one of the behaviours on the ‘yellow’ or ‘red’ traffic lights, we aim to support them to make the right choices through using the following the following actions:

Yellow Behaviour

First, the child will be given a warning that they have done something which is yellow and told by an adult how they can ‘get back to green’. The child will then be given the opportunity to improve their behaviour and make the right choices.

If the child then continues to demonstrate yellow behaviour, they will then be given 'Thinking Time'. Throughout this thinking time, alongside a discussion with the adult, the child must choose an appropriate restorative action which will 'repair' the situation (this can be assisted through using 'The TEARR Approach').

EYFS	2 minutes of thinking time
Y1 – Y4	5 minutes of thinking time

The restorative actions for yellow behaviour are:

- Child has a restorative conversation with the appropriate member of staff or child in order to show that they are sorry for what they have done (using terminology 'I am sorry because I... and I can see that this made you...')
- Child makes a sorry card or note for the appropriate member of staff or child in order to show that they are sorry for what they have done.
- Child completes a restorative task linked to what they have done (eg, tidying up mess which has been made, helping to fix a broken item, etc)
- A member of staff may wish to speak to the child's parent /carer about the child's behaviour.

Please note - If a child repeatedly demonstrates yellow behaviour more than 3 times, this will then be classed as red behaviour.



THINKING TIME

I need to have **5** minutes of 'Thinking Time' and repair my behaviour by:

Restorative Conversation



Apology Card or Letter



Restorative Action



Possible Phone Call Home



Red Behaviour

If a child demonstrates red behaviour, they will be given 'Thinking Time'. For red behaviour, the follow up actions can either be chosen by the member of staff dealing with the incident, or this may be discussed alongside the child, depending upon the severity of the incident.

EYFS	10 minutes of thinking time
Y1 – Y4	20 minutes of thinking time

The possible actions for red behaviour are (please note more than one of these may be actioned):

- Child has a restorative conversation with the appropriate member of staff or child in order to show that they are sorry for what they have done (using terminology 'I am sorry because I... and I can see that this made you...')
- Child makes a sorry card or note for the appropriate member of staff or child in order to show that they are sorry for what they have done.
- Child completes a restorative task linked to what they have done (eg, tidying up mess which has been made, helping to fix a broken item, etc)
- Child will speak to a member of the senior leadership team about their behaviour.
- A staff member will contact the parents / carers of the child and either speak to them over the phone about the incident or set up a meeting to do this.



THINKING TIME

I need to have **20** minutes of 'Thinking Time' and repair my behaviour by:

Restorative Conversation



Apology Card or Letter



Restorative Action



Speak to Mr Adams or Miss Blackburn



Phone Call Home



Pupils with SEND or Additional Behavioural Needs

At South Gosforth First School, whilst we believe that this policy is clear and fair, we do recognise that there are some children with specific needs who may struggle to manage their own behaviour and may need additional support from adults to do this. For these children, we will put specific plans in place which will be tailored to meet their own individual needs. We believe that it is important to make these amendments for our children who require this, so that all of our pupils have the opportunity to demonstrate success.

The 'TEARR' Approach

If a child exhibits 'Red' (or some 'Yellow') behaviours, staff will use an approach called the 'TEARR' approach with the children (at their own discretion). This is a consistent framework which is used by staff across school which goes through each of the letters of 'TEARR' to enable the children to gain a clear understanding of how they can change their actions to be more positive in the future, as well as how they can repair relationships. A consistent sheet will be used and completed with the children to inform these positive behaviour discussions with pupils.

Think – What were you thinking at the time when you...?


Emotion – How were you feeling at the time when you...?

Action – What did you do when you were feeling like that?






Result – What happened as a result of you...?

Repair – How do you think you might repair what you have done or try and make it better? (choosing from appropriate actions). How will you try and get back to 'Green' (ready)

The child will then be supported by an adult to complete the appropriate restorative action.


South Gosforth First School
"Wise to grow and ready to do"

Think **Emotion** **Action** **Result** **Repair**

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Staff at South Gosforth First School have high expectations of behaviour from all of our pupils at all times of the school day, including before and after school. Our school considers positive relationships to be at the heart of everything we do. We endeavour to provide a safe and stimulating environment in which all learners are able to feel welcome, cared for and achieve their potential. We strive to ensure that all of our children develop a love of learning, hold themselves in high regard and develop the skills, empathy and aspirations needed to enjoy happy and fulfilled lives.

The Head Teacher and South Gosforth First School Governing Body reserves the right to exclude a child from attending the provision for any pupil whose behaviour is deemed to be unsafe for themselves or the rest of the children or staff at Skylarks Wraparound Care.

First Aid

- All accidents will be recorded using the school First Aid recording system and accurately reported to the parents/carer upon collection.
- Accident records must give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- Staff will contact the parent/carer of any child who sustains a head injury as soon as possible.
- All incidents are dealt with by a qualified first aider.

Parents/carers of any child who become unwell during a Skylarks Wraparound care session will be contacted immediately. If a child is sent home during school hours, Skylarks staff will be informed of their absence by other school staff.

Uncollected Children

If a child has not been collected by 5.55pm, parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and/or Social Services will be informed.

If parents/carers know that they are going to be collecting children late, we would ask that they let us know this as soon as possible.

Please note the following late fees apply for Skylarks After School Club. This is because of staffing and the cost of overtime incurred:

- £10 for every 10 minutes late after 5.55pm

Booking and Payment of Fees

Bookings for Skylarks Wraparound Care are to be made via ParentPay. Sessions can be booked 30 days in advance of any date required, however parents/carers are able to book up to a full academic year in advance if required. Bookings on ParentPay will go live on **Monday 16th of June 2025**.

Bookings must be made and paid for either at the time of booking or at least a full month in advance by the end of the previous month e.g. payment for September's bookings must be paid by 31st August.

If parents/carers wish to pay for the sessions using [Tax-Free Childcare](#) or [Universal Credit Childcare](#), they will also have to take into consideration that these can take a much longer to come through to school (the voucher must still be received by the deadline date of the end of the previous month as outlined above). Parents/carers can check if they are eligible for either of these schemes through accessing the following website:

<https://www.childcarechoices.gov.uk/>

When parents/carers log in to the ParentPay system, Skylarks Wraparound Care bookings will be visible. Families will then simply select which service they would like to book and on which days. Parents/carers will have to book breakfast and after school club separately and again separately for each child.

When families have chosen their requirements, they will then be taken through to the payment window and once this is completed the booking will be confirmed.

Important – For any parents/carers who have children starting South Gosforth First School in September 2025 in either Reception or Nursery, please complete the registration form by Sunday 29th June 2025 - [SGFS Wraparound Registration Form](#). School needs this information in order to add your children to ParentPay and enable families to book their places. Once this form has been received and processed families will receive their log in information (for new parents/carers).

Fees are to be paid regularly each month or half term, either via [Tax-Free Childcare](#) or [Universal Credit Childcare](#) or debit/credit card payments. Payments are monitored regularly by the school office.

If payments remain outstanding following any reminders, South Gosforth First School reserve the right to cancel future bookings until the account has been credited. If children are not collected from school at 3.10pm/3.15pm despite bookings being cancelled, the late collection fee (as per our 'Attendance & Punctuality' policy) will be implemented and a charge will be issued on ParentPay.

The cost of Skylarks wraparound care is discounted for those with siblings in school and this payment option should only be chosen if you have booked multiple children into the same session.

Pricing

Skylarks Breakfast Club	First Child	Second Child	Third Child
Cost	£6.00	£5.75	£5.50

Skylarks After School Club	First Child	Second Child	Third Child
Cost	£13.65	£12.65	11.65

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible using the following email address – wraparound@sgfs.uk Our staff will treat all matters confidentially and arrange for a discussion around this to take place in private.

If families require a booking to be made within the 30 days of the date/s required or an ad hoc booking, please contact the school office by email using the following email address to make this enquiry – wraparound@sgfs.uk . Whilst we will try our best to accommodate any requests, this should not be the usual way of booking and all bookings should be made as outlined above where possible, as we cannot guarantee an 'ad-hoc' place at either Skylarks breakfast or after school club due to needing to establish staff ratios and food requirements linked to pupil numbers attending.

Pricing and fees will be reviewed at least annually by the Resources & Finance Governor Committee.

Please note the following:

- Families will need to be charged for allocated places regardless of whether your child attends or not (e.g. absence due to illness). This is due to staffing and overtime arrangements which will have already been made by school based upon pupil numbers.
- If parents/carers wish to cancel a session then they must do this at least 30 days before the session. The ParentPay system will not allow families to cancel after this time.

- Your child can attend Skylarks Wraparound Provision after another school-based extra-curricular activity has finished. Please note that families will still need to pay for the wraparound care session in full.
- If parents/carers change their mind about your child(ren)'s place(s) from September 2025, school will require one month's notice of this change.
- If bookings are made and consistently not attended or cancelled, then South Gosforth First School reserve the right to cancel future bookings.
- We would politely request that all parents/carers do only book for the sessions which they know that they will definitely require for their child(ren) and don't book all sessions and then cancel them later, in order to allow school to make appropriate arrangements for staffing and food ordering etc in advance.
- Any arrears on payments will be handled initially by the School Business Manager and this could mean that children will no longer be eligible for a place.
- If families use [Tax-Free Childcare](#) or [Universal Credit Childcare](#) and are unsure about how to pay monthly, please speak to the School Office and staff will do their best to help.

Related Whole School Policies (you can find all of these policies here -

https://www.sgfs.uk/web/statutory_information/484741:

- Safeguarding & Child Protection Policy
- Equality Information & Objectives
- Restorative Approach to Positive Behaviour Policy
- Health and Safety & Fire Evacuation Policy

We also adhere to the EHRC Guidance for Schools and the Equality Act

<https://www.equalityhumanrights.com/technical-guidance-schools-updated>

www.legislation.gov.uk/ukpga/2010/15/contents