



Appointment of **Wrap Around Care Provider**
From January 2027 | Tender Pack



1. Introduction and Project Aims

St Margaret's CE Primary School is seeking to appoint a child centric, qualified provider to deliver a sustainable, high-quality before and after school wrap around care provision from January 2027. We are a Church of England school rooted in the Christian vision Created to Shine and the values of Love and Aspire. Wrap-around care must actively support this ethos by providing a safe, nurturing, inclusive environment where every child can shine.

**“You are the light of the world. A town built on a hill cannot be hidden”
Matthew 5.14**

We are a two-form entry Primary school for children aged 4 years to 11 years (Reception - Year 6). Our school Pan is 420 with a year group PAN of 60. In addition, we have a Special Support Centre (SSC) for 12 children with social & communication differences.

Inclusivity is at the heart of our school, creating a culture and environment where every child can shine brightly. We believe every individual is special in God's eyes — created in His image and gifted with unique potential and talents that we strive to nurture and grow. Our school site benefits from extensive grounds and well-maintained facilities, offering a variety of options for extra-curricular provision.

We currently run a range of extra-curricular activities for children encompassing a mixture of external providers and internally run clubs. There is good up-take for these clubs and a demand for extra-curricular provision across our school community. We welcome proposals that provide creative options and solutions for extra-curricular engagement at the school. Proposals need to accommodate 20-40 children a day and cover the operation hours of

7:30am - 8:30am and 3:00pm – 6:00pm, Monday – Friday, term time only (there is scope for these hours to be expanded on for the right provision).

On behalf of our children, parents, staff and governing body, thank you for considering becoming a part of our school community. We look forward to evaluating your proposal.

Yours sincerely,
Mr George Lumley
Headteacher



2. Scope of Service Requirements

The provider must deliver the following:

- **Ofsted Registered:** Obtain Ofsted registration for the setting.
- **Maintain valid insurances:** ensure ongoing compliance with required insurances including own public and employers liability.
- **Before School (Breakfast Club):** 7:00 AM – 8:30 AM. Include a nutritious breakfast and activities that support an engaged start to the school day.
- **After School Club:** 3:00 PM – 6:00 PM. Include snacks/light tea and a variety of creative, physical, and quiet activities.
- **Food:** Healthy food compliant with school food standards.
- **Inset Days:** Full day (8:30am - 3:00pm) provision for the 5 inset days during the academic year.
- **Staffing:** Ensure appropriate ratios (e.g. 1:8 for under 8s) including first-aid compliance, with qualified staff who meet the schools safer recruitment obligations. Robust process for staff absence and resource deployment.
- **Pastoral:** Set clear behaviour expectations aligned with the school's Love and Aspire values.
- **Safeguarding:** Robust safeguarding and child protection policies that align with the school's own procedures and ethos.
- **Pricing:** Transparent pricing, which follows a tiered model for sessions as well as an accessible system for booking.
- **Inclusive Practice:** Active removal of barriers and welcoming of children with diverse needs, including Special Educational Needs and Disabilities (SEND), cultural differences, and varying family backgrounds.
- **Business Continuity:** Clear planning for sustainable staffing, increase in demand and weather impacts on space usage.
- **School Collaboration:** Participation in quality assurance meetings with the Headteacher or delegated lead. Active contribution to the school's safeguarding culture and reporting systems. Collaboration with school staff to ensure continuity of care.
- **Regulations:** Requirement to comply with all statutory guidance (Ofsted, KCSIE, EYFS, Health and Safety).



3. Site and Facility

Location: The school has several areas that could be used as part of the wrap around care provision including, part of the hall, rental classroom, drama studio and outside play spaces. Providers are encouraged to visit the school to evaluate the spaces available before finalising their proposal.

Access: Access to outdoor play areas is required.

Storage: Secure onsite storage is available for resources

4. Contract Terms

- **Duration:** 4 years with an option to extend for 1 year.
- **Fee Structure:** The provider will manage all fee collections from parents. The tender asks for a competitive proposed rental fee to the school to be included as part of the bid (e.g percentage of earnings, fixed monthly/termly payment). This will be used as one of the metrics to determine the successful tender.
- **Contract Review:** Annual review of contract.
- **Termination Clauses:** 12 months' notice period to be provided by both parties.





5. Tender Submission Requirements

Interested providers must submit:

- 1. Operating Plan:** Details of daily activities, sample menus, and educational play approach.
- 2. Staffing Structure:** Qualifications, safer recruitment policy and staff contingency plans.

3. Relevant Experience: Evidence of operating similar provisions including; capacity, details of activities, pricing structure and parental voice/testimonials.

4. Safeguarding Procedures: Safeguarding policy and operational practice.

including tiered pricing structure.

5. Pricing Schedule: Proposed fees for parents

6. Rental Schedule: Proposed rental fee to be paid to the school (e.g percentage of earnings, fixed monthly/termly payment).



6. Evaluation Criteria

Proposals will be evaluated on the following basis:

- **Quality (75%):** Quality of provision and experience, Safeguarding and compliance, staffing model and leadership/Business continuity planning, SEND inclusion.

Area	Weighting	What We're Looking For
Quality of provision & experience	30%	Activities, ethos alignment, child experience, proven track record
Safeguarding & compliance	20%	Policies, training, safer recruitment, DSL capacity
Staffing model & leadership/Business Continuity	15%	Ratios, qualifications, supervision, stability
SEND inclusion	10%	Adaptations, training, inclusive practice

- **Price (25%):** Competitive pricing for parents and revenue return to school.

Area	Weighting	What We're Looking For
Financial proposal	25%	Affordability, sustainability, transparency



7. Timetable

Tender Issued:

Friday 22nd May 2026

Site Visits:

Can be arrange through the School Business Manager
sbm@stmargaretsprimary.org.uk or 01903 785416.

Deadline for Submission:

Monday 22nd June 2026

Contract Award:

Friday 3rd July 2026





Created To Shine

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