



Wrap Around Care (WAC) Terms and Conditions from September 2023

The Breakfast Club will run each day from 7.30am to 8.25am. Please bring your child to Marlborough Road and ring the doorbell for them to be collected.

The After School Club will run each day. Sessions will run from 3.30pm until either 4.30pm or 5.30pm. Collection of your child will be from the Marlborough Road entrance. Please ring the doorbell and we will bring your child to the exit.

Each club has a limit of 50 spaces and works on a first come first serve basis. The provision is for Reception to Year 6.

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All WAC will be held on our Marlborough Road Site.

Reception children will be taken to the club by the WAC staff.

Children who learn on Chestnut Avenue will be collected from their classrooms and taken to the Marlborough Road site at the end of the school day.

If your child attends a teacher led after school activity and you wish them to then be taken to the After School Club please inform the school in writing.

Staff will register the children at the beginning of the session.

Children attending the sessions will receive a drink and a healthy snack.

Children must be collected from the Marlborough Road Site. Children will not be allowed to go home with anyone who is not on their approved pick up list. Children will not be allowed to leave the After School Club unaccompanied.

We understand there may be occasions when being late cannot be helped, but, if parents are going to be late for any reason, they must inform the school using the number 07513 821725. Please be aware that repeated late collections may result in a child no longer being allowed to attend. If a parent is more than 10 minutes late collecting a child at the end of the session, the school also reserves the right to make an additional charge of £5.00.

Key pupil information

We will assume you have kept the school up to date with medical and dietary needs and any allergies. We will obtain this information from our database and ensure medical supplies are available. Prescribed medicines will need to be given under the current school procedures.

Prices for academic year 2023-2024

The costs are:

Breakfast Club £3.50 per session per child.

After School Club 3.30pm-4.30pm £4.00 per session per child.

After School Club 3.30pm – 5.30pm £6.50 per session per child.

Bookings, payments and cancellations

Parents are able to book via the Parent Pay App www.parentpay.com

You should have received log in details but if you have any issues please contact the school office.

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Payment **must** be paid at the time of making the booking. **If payment has not been made, the bookings will be cancelled.**

Once payment has been made, any pupil cancellations **will need to be made 5 days in advance.**

Parents will be contacted should there be a reason for the school to cancel WAC with as much notice as possible, i.e. heavy snow or unforeseen staffing issues and parents are encouraged to also check the school's website where a message will be posted on the home page.

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If you would like to pay via the Childcare Voucher Scheme please contact the Business Support Officer for our account details on mjohnson@queensparkacademy.co.uk

If a child is not going to attend a booked session, parents must notify the school on 01234 352901.

Behaviour

We expect behaviour at the club to be maintained at the same high standard that we expect during the school day. Any misbehaviour will be recorded. If a child has 3 instances of misbehaviour, parents will be informed in writing. Persistent – or particularly serious – misbehaviour may result in a child no longer being allowed to attend.

Illness, Accidents and First Aid

If a child becomes unwell whilst at WAC we may need to contact the parent/carer and ask them to make arrangements for the child to be collected. Every precaution is taken to ensure the safety of the children at all times. Staff are trained and have access to basic medical supplies. In the event of an accident requiring urgent medical attention, the parent/carer will be contacted immediately.

Staff

All staff involved in WAC are DBS checked.

Policies

WAC is run by the school and therefore adopts the school policies. These are available on our website or can be requested via the school office.

Queries

Should you have any problems accessing Parent Pay, or have any queries regarding the WAC, then please contact the school office.