



# Information Pack for Hanbury Wraparound Provision

June 2023: Version 4





### Our Aim

The wraparound care offered at Hanbury CE First School aims to provide safe, secure and convenient childcare for Hanbury CE First School pupils on the school premises for the benefit of the school community.

### The Clubs on offer

**BREAKFAST CLUB:** Opens at 7.45am, Monday to Friday, and runs in school until 8.40/50am, when children are then escorted to their classrooms for registration. A nutritional breakfast is provided during the session, with children able to choose from cereals, breads, toast, fruit, water and fruit juice.

**AFTERSCHOOL CLUB:** Opens at 3.10pm, Monday to Friday, and runs in school until 6pm. A snack and drink will be provided during the session between 3.45pm and 4.30pm (depending on clubs).

### Fees (will remain unchanged for the academic year 2023/2024)

£5\* for breakfast club

£10\* for after school club

\*50% discount for 2<sup>nd</sup>, 3<sup>rd</sup> siblings etc.

A £15 late collection fee will apply if a child remains on site after 6pm.

### Booking and Payments

Bookings should be made using the Hanbury wraparound booking form, available from the school office or on the website. Bookings can be made half a term in advance. There is flexibility so that the same slots do not have to be booked each week.

Late bookings may be accepted, subject to availability, and must be confirmed by the school office. Please do not send your child into the club without making a booking.

Invoices will be issued at the start of each term or on an ad hoc basis for late bookings. Payments to be made in advance. Please note that when paying your invoice, you should **include your invoice number as a reference**. This will ensure that the payment is correctly allocated to the school account by Worcestershire County Council.



### Cancellations, School Clubs and Illness.

We do not offer refunds for missed sessions. A credit will only be given if your child misses a session through absence from school due to illness. If you know your child will not be attending a booked session, please contact the school office as soon as possible. This will allow us to offer the space to another child.

### Tax Free Childcare

You can register with the government tax free childcare scheme, and if eligible there will be a financial saving to you as the scheme is designed to help with childcare costs. Hanbury CE First School is registered with the government tax free childcare scheme along with a number of other providers. If we are not registered with your provider, then we would be more than happy to do so. If you require further information, please contact the school office on Tel: 01527 821298. Please provide your tax care scheme number to the school office to ensure your invoice payments are allocated correctly against your account.

### Registration Form

To book and use wraparound care please complete a registration form in advance.



## Terms and Conditions

The below terms and conditions relate to Hanbury CE First School's breakfast and after school wraparound care.

Parents / Carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing you are agreeing that you have read and understood all of the terms and conditions.

- 1) All registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
- 2) Parents / Carers must ensure all details on the registration form are up to date. The school office must be informed of any changes.
- 3) The clubs will operate in term time only and will not run on days when the school is closed. Hanbury Holiday Club runs during the school holidays and is available to book, please see details on the website or contact the school office.
- 4) Bookings and Payments: Bookings should be made half a term in advance, using the booking form provided. Invoices will then be issued in advance. Places are limited so booking is advisable. Late bookings may be accepted at 24 hours' notice, subject to availability. Late bookings must be agreed with the school office. Your child will not be accepted without a prior confirmed booking. Bookings are requested in advance to allow for planning of provision.
- 5) Cancellations must be made before 12 noon on the Thursday prior to the week in which the days have been booked. After this time no refund will be given.
- 6) Before and after school fees can be paid using tax free childcare schemes.
- 7) Payment is due within the first two weeks of each half term. Exceptions being late bookings, which should be made within 7 days of receiving an invoice.
- 8) Outstanding Payments: The wraparound care staff reserve the right to refuse any child entry into the club if payment is not made. Including late collection charges and any other outstanding fees from other extended school services.



- 9) If your child is unable to attend a session you must notify the school office or the wraparound care staff. You must also notify the school office if their absence means they will be absent from school. We do not give refunds for missed sessions. Credit will only be given if your child misses a session because of absence from school due to illness. Please contact the school office, as soon as possible, if you know your child will not be attending a booked session, as there may be another child who would like to attend.
- 10) To access the club parents / carers must use the hall entrance door along the side of the building.
- 11) Breakfast club starts at 7.45am and finishes at 8.45am. Breakfast will not be served after **8.15am**.
- 12) Afterschool club starts at 3.10pm. If your child attends an extra-curricular school run activity they will be taken to the hall at the end of the club. Afterschool club finishes at 6pm but parents / carers can collect at any time before 6pm.
- 13) Parents / carers must contact the school if they are aware that they will be late to collect their child. Please contact the wraparound care team on Tel: 07787 387201.
- 14) A late collection fee of £15 will be charged if any child remains uncollected after 6pm.
- 15) The wraparound care is additional care outside of normal school hours. The club's policies and procedures reflect the school policies and procedures and parents can have access to all school policies on request.
- 16) The wraparound staff aim to provide a safe, stimulating and happy environment for all children. Wraparound care staff reserve the right to exclude any child whose behaviour is disruptive, following the school behaviour policy.



## **REGISTRATION FORM**

The breakfast and afterschool club operates on school days, in term time only. There will be no wraparound care clubs on teacher education days.

Please complete one form per child, if your details change at any time please advise the school office. Please note this form must be completed and returned to the school office before your child will be admitted to the club.

Child's name: ..... Year Group: .....

### **Parent / Carer 1**

Name: ..... Relationship to child: .....

Contact Numbers:

Work: ..... Mobile: .....

Home: ..... Email: .....

### **Parent / Carer 2**

Name: ..... Relationship to child: .....

Contact Numbers:

Work: ..... Mobile: .....

Home: ..... Email: .....

Details of other adults who will regularly collect from afterschool club, other than the parents as named above:

1) Name ..... Relationship to child: .....

2) Name ..... Relationship to child: .....

3) Name ..... Relationship to child: .....

Password: ..... This should be used when someone unfamiliar to club staff is collecting, staff must be informed in advance if the child is being collected by someone new. The password should not be the child's name or siblings name but something random.



Please detail any medical conditions, medical allergies or food allergies or intolerances including any medication, inhalers etc.

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- By ticking this box, you are giving permission for any medical information / health care plans held by the school to be shared with wraparound care staff.
- I / We give consent for first aid to be carried out by a trained first aider.
- I / We give consent to any emergency medical treatment necessary during my child's attendance at club

Do you use a tax free childcare scheme for payment YES / NO (please circle.)

If yes, please provide the name and address of your provider along with your reference number:

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**In signing this form, I declare the information to be true and accurate. I have read the wraparound terms and conditions of Hanbury CE First School wraparound care.**

**Data Protection Act 2018 AND GDPR Regulations:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and keep it up to date. The school is required to share some of the data with the local authority and with the DfE.

Signature: ..... Name: .....

Date: .....