



Wrap Around Care Terms and Conditions

- Effective: September 2024
 - Review: September 2025
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Eligibility and Registration

- The wrap-around care club is open to all pupils attending Bosley St. Mary's CE Primary School.
- Parents/carers must complete a registration form providing contact details and any relevant medical/dietary information for their child(ren).
- Registration must be renewed at the start of each academic year.

Opening Hours and Sessions

- Breakfast Club operates from 8:00 am to 8:40 am on all school days.
- After-School Club operates from 3:20 pm to 4:30 pm on all school days.
- Bookings must be made in advance using the School Spider online booking system. Late bookings may not be accepted.
- Bookings are not confirmed until payment has been received. Paid-for spaces will be given priority.

Fees and Payment

- The latest fees are available on the school website. Parents will be notified in advance of any changes to fees.
- Fees must be paid in advance, either termly or monthly, via the online payment system.
- Late collection fees of £5 per 15 minutes will be charged for pupils collected after 4:30 pm.
- No refunds will be given for non-attendance, except in exceptional circumstances at the discretion of the school.
- Refunds for missed sessions will not be issued due to your own circumstances.
- The school's bad debt policy applies to the wrap-around care club.

Inclusion

- In specific circumstances, an extra member of staff may be required to support a child's needs. In these cases, an additional charge may be sought from parents/carers.

Access and Permission

- Access to the club is via the 'hall entrance' - please ring the bell.
- Signed permission forms must be provided for children to attend the wrap-around care club.
- Wherever possible, payment should be made in advance.
- Tax-Free Childcare can be used to pay for the club. Further information is available on the [Tax-Free Childcare](#) website.

Behaviour and Discipline

- Pupils are expected to follow the school's behaviour policy and code of conduct at all times.
- Persistent poor behaviour may result in a pupil being excluded from the club.

Safeguarding and Health & Safety

- The club is staffed by qualified and DBS-checked school staff.
- Parents/carers must inform the club of any medical conditions, allergies or dietary requirements.
- In an emergency, the school will contact the parent/carer and/or emergency services as appropriate.

Collection and Absences

- Pupils must be collected by a named adult (over 16 years old) who is authorised on the registration form.
- Parents/carers must notify the club in advance if their child will be absent from a booked session.

Amendments and Termination

- The school reserves the right to amend these terms and conditions at any time, with reasonable notice given to parents/carers.
- The school may terminate a pupil's place at the club in the event of non-payment of fees or persistent behavioural issues.