



Diocese of Salisbury

Academy Trust

*'Beyond expectations for all of God's children'*

# ARCHBISHOP WAKE CE PRIMARY SCHOOL WRAPAROUND (AFTER SCHOOL): TERMS AND CONDITIONS



Archbishop Wake  
CE Primary School

Policy Date: September 2025

\*Review Date: September 2028

\*Pricing reviewed annually

## Archbishop Wake CE Primary School Wraparound Care (after school) Agreement - Terms and Conditions

### Statement of intent

Our mission is to encourage a love of learning in order to promote the life chances of every child in our school and community. Through nurturing, high expectations and high-quality teaching and learning, we will have a lasting and positive impact on our local and wider community.

Archbishop Wake CE Primary School is committed to supporting all families within its community, including working parents and carers with high quality wraparound care, both before and after school.

### Our Vision and Values

Our school vision and values underpin everything we do. They underpin our teaching and learning and provide an environment which enables everyone connected with the school community to flourish and become positive, confident and informed citizens.

Our vision statement is:

***“Aim high, believe; Fly high, achieve.”***

This is built on a biblical foundation from Isaiah 40 v 31:

***“Those who trust in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not faint.”***

Our Rainbow Values are: **Happiness**, **Perseverance**, **Co-operation**, **Kindness**, **Courage**, **Honesty** and **Respect**.

### Information

- Archbishop Wake CE Primary School Wraparound Care will run Monday to Friday from 3.15 pm until the 6 pm. It will not operate on Bank Holidays, or on scheduled INSET Days.
- Children eligible to attend the term-time wraparound care must be pupils attending Archbishop Wake CE Primary School.
- Children will be collected daily from the school main hall. Staff will have a daily register of children.
- Children will be escorted from the main school hall, out of the school premises, along the pathway next to the main car park and round the outside of the main building to the rear of the wraparound care building.
- A variety of indoor and outdoor activities supervised wraparound care staff will be provided which will appeal to a range of ages and interests.



## Aims

- We aim to provide a high-quality service which meets the needs of both parent/carers and children.
- For parent/carers, this means knowing that your child is safe and happy in a provision that is reliable and offers a consistent service.
- For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy.
- Parent/carers are expected to give their support and encouragement to the aims of wraparound care.
- Archbishop Wake wraparound care will ensure that appropriate standards (in line with the school's policies) of behaviour, discipline and hygiene are maintained.

## Booking

- Up to 40 spaces are available daily at Archbishop Wake CE Primary School Wraparound Care.
- Parents/Carers must read and agree to these terms and conditions and provide consent for each child on Arbor. The terms and conditions are available on the school website:  
<https://www.archbishopwake.dsat.org.uk/breakfast-club-and-oscars/>
- Only children for whom consent has been received and a place has been booked via Arbor in advance, may attend wraparound care.
- Bookings must be made by the parent/carer via Arbor.
- All places must be booked and paid for in advance by 4 pm on the Thursday of the week before attendance.
- Bookings after the deadline may be accepted in exceptional circumstances, but only after prior agreement with the school.
- Places are offered on a first come first served basis.
- Staff requiring Breakfast Club must also follow the same procedures to book their child(ren) into the provision.



## Payment of Fees and Cancellation

- Archbishop Wake CE Primary School Wraparound Care is self-financing. No financial support is received from the school and all running costs must be met from fee income. It is not intended to be profit making and any surplus made after costs will be reinvested back into the wraparound care.

Session Times	Fee
3.15 pm - 4.15 pm	£4.50
4.15 pm - 6 pm (this provision is for pupils attending an in-school, after-school club)	£8.50
3.15 pm - 6 pm	£13

A healthy snack will be made available for all children, no matter what session time they attend. These include:

- ✓ A variety of fruits and seasonal vegetables (carrots for example)
- ✓ Crackers
- ✓ Breads
- ✓ Malt loaf
- ✓ Water

On occasion, an activity at wraparound care may include preparing food such as beans on toast, or a pizza. You will be informed when these activities and opportunities will take place.

No food provided will be in place of a child's evening meal when they get home. Parents/carers may wish to provide an additional snack in a lunchbox for children to eat at their wraparound care session.

- Parent/carers will be given one months' notice of any change in fees.
- Fees are payable in advance via Arbor, during the booking process.
- If you wish to pay using childcare vouchers, you must seek agreement from the school office before booking for the first time.
- Payment via childcare vouchers will be accepted wherever possible. Bookings must still be made via Arbor.
- The School reserves the right to exclude children if fees remain unpaid after a reminder.
- No refunds will be given for non-attendance due to sickness or any other absence or for sessions only part attended.
- In the event of school closure, for example due to weather, a full refund will be given.

### The child's health

- Parents/carers must inform Archbishop Wake CE Primary School Wraparound Care if the child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents/carers must comply with the guidelines set by the Health Protection Agency: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> . A child must not attend wraparound care if unwell.

### General Conditions

- Once a booking has been made, the payment is non-refundable in the event of non-attendance due to sickness or any other reason or for sessions only partly attended.
- No child is to attend Archbishop Wake CE Primary School Wraparound Care without a prior booking being made. In the event of an emergency, you will need to contact the school's main office to check availability and make payment on the same day, if a space is available.
- Absent children will only be followed up from the school's class registers at the beginning of the school day in accordance with our normal school procedures.
- Any Special Dietary requirements as listed on Arbor will be adhered to by Archbishop Wake CE Primary School Wraparound Care.
- All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parent/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted.
- The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parent/carers in the event of an accident will be followed.
- Archbishop Wake CE Primary School Wraparound Care will not be liable for loss of property brought onto the premises by parent/carer or child.
- A child will leave Archbishop Wake CE Primary School Wraparound Care when he/she leaves the school.
- By accepting the terms in this agreement, parent/carers accept the authority of the Archbishop Wake CE Primary School Wraparound Care staff to take all reasonable disciplinary action in line with the school's behaviour policy. Staff will take action to safeguard and promote the welfare of each child.
- Parent/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Archbishop Wake CE Primary School Wraparound Care.
- There would be no refund of fees in these circumstances.
- Children should not bring toys or personal possessions to wraparound care, unless there is prior agreement from the class teacher, SENDCo, or Pastoral Team.

### Collecting your child / Late collection

- There will be no refund/ discount for early collection of your child.
- If any parent/carer is going to be unavoidably late for pick up from any of the booked sessions (4.15 pm and 6 pm), it is important that you contact the school as soon as possible.
- Failure to collect your child on time will result in you being charged.
- Archbishop Wake CE Primary School Wraparound Care closes at 6 pm daily. **There is no facility for an extension to this time.** If you are going to be unavoidably late, it is important you contact the wraparound care as soon as possible to make arrangements for collection. The school reserves the right to impose a late collection fee of £5 for every additional 15 minutes late, in order to cover costs.
- Persistent late collection may result in your child's place at wraparound care being cancelled.

### Code of Conduct

Archbishop Wake CE Primary School's Wraparound Care is committed to providing a safe and happy environment for our children to end their day at school.

All parents/carers and children are expected to show a good standard of courtesy and behaviour at all times. The wraparound care is part of Archbishop Wake CE Primary school and as such parents/carers and children are expected to follow the same guidelines as documented in the behaviour and anti-bullying policy. These can be found on the school website.

### Every pupil should:

- Observe Archbishop Wake CE Primary School rules - Ready, Respectful and Safe
- Co-operate fully with all staff at all times
- Be considerate to others at all times
- Respect requests and requirements made by staff
- Look after equipment and resources
- Be mindful of food waste
- Promote our school Rainbow values - promoting a respectful community
- Abide by Archbishop Wake CE Primary School Wraparound Care agreement and rules.

### Insurances

Archbishop Wake CE Primary School Wraparound Care undertakes to maintain those insurances which are prescribed by law. The Archbishop Wake CE Primary School Wraparound Care is covered by the school's insurance.

### Confidentiality:

Parents/carers agree to inform the Headteacher of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. Archbishop Wake CE Primary School Wraparound Care staff will be informed of sensitive issues concerning the child on a 'need to know' basis.

### Complaints:

Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay. The Complaints Policy of Archbishop Wake CE Primary School Wraparound Care falls under the school's Complaints Policy: (<https://www.archbishopwake.dsat.org.uk/school-policies/>)

### Policies

Archbishop Wake CE Primary School Wraparound Care follows all policies and procedures of the school unless otherwise stated in these terms and conditions.