

Wraparound Care — Terms and Conditions

Breakfast Club & After School Club — September 2026

These Terms and Conditions apply to all families registering for St Aidan's Wraparound Care, comprising Breakfast Club and After School Club. By completing the registration and application form, parents and carers agree to be bound by the terms set out below. Please read this document carefully alongside our registration information.

1. Registration and Booking

- Registration is a two-step process: an initial expression of interest, followed by a full application form and acceptance of these Terms and Conditions.
- Places are allocated on a first-come, first-served basis once the application form and any required deposit or first payment have been received.
- Regular After School Club places are booked half-termly in advance. At the start of each half term, parents/carers will be sent a booking form (also available via ARBOR) to select the days and sessions required for the coming half term.
- Breakfast Club does not require advance booking — children may attend on a regular basis or occasionally, and should be registered with a member of staff on arrival.
- A completed registration form, including emergency contacts, authorised collection adults and medical/allergy information, must be on file before a child can attend any session.
- The school reserves the right to decline or withdraw a place where a registration form is incomplete, where fees are outstanding, or where continued attendance is not in the best interests of the child or other children in the setting.

2. Sessions and Fees

Current session times and daily fees are as follows:

Session	Times	Daily Price	Free School Meal Price
Breakfast Club	7.30am – school start	£5.50	£3.50
After School Club — Short Session	3.15pm – 4.15pm	£8.50	£5.00
After School Club- Mid Session	4.15-6.00pm	£10	£7.00
After School Club — Full Session	3.15pm – 6.00pm	£15.00	£8.00

Fees are reviewed annually and parents/carers will be given at least one half term's notice of any change.

3. Payment

- All payments are made via ARBOR. The school does not accept cash payments for Wraparound Care sessions.
- Fees for regular half-termly bookings are payable in advance, before the start of the half term to which they relate.
- Fees are non-refundable once a half term has begun, including where a child does not attend a booked session for any reason (including illness, holidays or family circumstances), except where the school itself is unable to provide the session (see Section 9).
- Tax-Free Childcare and Childcare Vouchers are accepted. Parents/carers using these methods should notify the school office at the time of payment so that accounts can be reconciled correctly.

- **Where an account falls into arrears, the school office will contact the family directly. The school reserves the right to suspend a child's place until outstanding fees are paid, except where this would leave a child without safe collection arrangements.**

4. Ad Hoc Bookings

- Ad hoc (last-minute) sessions are available **subject to availability**, for both Breakfast Club and After School Club.
- A surcharge of £2.00 per session applies to ad hoc bookings for afterschool club, to cover additional administrative and staffing costs.
- **Requests for ad hoc sessions must be made to the school office by 9.00am** on the day required. Requests cannot be guaranteed and are confirmed subject to staffing ratios and space.

5. Sibling Discount and Subsidised Rates

- A 10% sibling discount applies to Wraparound Care fees where two or more siblings from the same family attend on the same day. This is applied automatically to the family's ARBOR account once both children are registered.
- A subsidised rate is available for families eligible for Free School Meals. Eligible families should speak to the school office in confidence; subsidised rates will not be discussed or applied without direct confirmation from the family. Please note that sibling discount does not apply to Free School Meals.
- The school is committed to ensuring cost is not a barrier to accessing Wraparound Care and will treat all requests for support sensitively and confidentially.

6. Changes, Cancellations and Withdrawal

- Parents/carers wishing to change or cancel a half-termly booking must notify the school office in writing before the start of the half term concerned; fees already paid for that half term are non-refundable.
- Parents/carers wishing to withdraw a child from Wraparound Care on a permanent basis should give the school office at least 2 weeks' written notice.
- Where a place is withdrawn or cancelled with insufficient notice, the family remains liable for fees due for the current half term.
- The school reserves the right to close a session, or to give notice of withdrawal of a place, where necessary for staffing, safeguarding, behavioural or operational reasons. Wherever possible, reasonable notice will be given.

7. Waiting List

- Where a session is full, children will be added to a waiting list in the order in which applications are received.
- Families on the waiting list will be contacted as soon as a place becomes available and will normally be given [48 hours] to confirm acceptance before the place is offered to the next family on the list.
- Being on a waiting list does not guarantee that a place will become available within any particular timeframe.

8. Collection and Late Pick-Up

- KS1 children are collected from their classroom by a member of Wraparound Care staff at the start of After School Club. KS2 children make their own way to the club.
- Children may only be collected by a named adult (aged 16 or over) listed on the child's registration form. Photographic ID may be requested for anyone not previously known to staff.
- Parents/carers must inform the school office in advance of any change to the usual collection arrangements.
- Breakfast Club and After School Club operate within fixed session times. **Where a child is collected after the end of their booked session, a late collection charge of £10.00 will apply for the first 15 minutes, with a further £10.00 charged for each additional 15 minutes (or part thereof) thereafter.**

- **Persistent late collection may result in the school reviewing a family's continued use of Wraparound Care, in line with Section 6.**
- If a child has not been collected by the end of a session and the school has been unable to make contact with any authorised adult, the school's Uncollected Child Policy will be followed.

9. Closures and Service Interruption

- The school will make every reasonable effort to run all booked sessions. Where a session cannot run due to circumstances within the school's control (for example, staff shortage), affected families will be offered a refund or credit for that session.
- Where a session cannot run due to circumstances outside the school's control (for example, adverse weather, school closure or a public health incident), the school's usual approach to fee refunds in such circumstances will apply, in line with wider school policy.

10. Health, Medical Needs and Allergies

- Parents/carers must declare any medical conditions, allergies or additional needs on the registration form, and must keep this information up to date.
- Where a child requires medication to be administered during a session, this will only be given in line with the school's Administering Medication Policy and with prior written parental consent.
- A healthy snack is provided daily at After School Club. Parents/carers of children with allergies or dietary requirements should discuss these with staff so that appropriate arrangements can be made.
- Any accident, incident or first aid administered during a session will be recorded and parents/carers will be informed on collection or as soon as reasonably practicable.

11. Behaviour

- Children attending Wraparound Care are expected to follow the same standards of behaviour as during the school day, in line with the school's Behaviour Policy.
- Staff will deal with any challenging behaviour calmly and consistently. Parents/carers will be informed of any significant behavioural incidents.
- The school reserves the right to withdraw a place, following consultation with parents/carers, where a child's behaviour places the safety or wellbeing of themselves, other children or staff at risk.

12. Safeguarding

- St Aidan's Wraparound Care operates under the same safeguarding standards and policies as the main school, and all staff are subject to the required safer recruitment checks, including enhanced DBS clearance.
- Any safeguarding concern arising during a session will be escalated immediately to the school's Designated Safeguarding Lead in line with the Safeguarding Policy.

13. Data Protection

- Personal information provided as part of registration (including emergency contacts, medical information and authorised collection adults) is held and processed in accordance with the school's data protection obligations and Privacy Notice.
- Information will only be shared with staff and, where necessary, external agencies, for the purpose of safely delivering Wraparound Care and safeguarding children.

14. Complaints

- Any concern or complaint relating to Wraparound Care should, in the first instance, be raised with the school office.

- Where a concern cannot be resolved informally, parents/carers may raise the matter formally in line with the school's Complaints Policy.

15. Changes to These Terms

- The school may update these Terms and Conditions from time to time, for example to reflect changes in fees, policy or regulatory requirements.
- Parents/carers will be notified in writing of any material change, and continued use of Wraparound Care following such notice will be taken as acceptance of the updated terms.

16. Acceptance

By signing below, I confirm that I have read, understood and agree to these Terms and Conditions, and that the information provided on my child's registration form is accurate and complete.

Child's name: _____

Parent/Carer name: _____

Signature: _____ Date: _____

Contact us: 020 8340 2352 | admin@staidansprimaryschool.org.uk