

Yardley Primary School Wraparound Provision Terms and Conditions

Admissions

Breakfast Club and After School Club welcome all children who attend Yardley Primary School from Reception upwards. However, we are unable to provide any one-to-one support for pupils who may receive this during regular school hours.

Children may either:

- Attend regularly, (every day or on certain days of the week). Parents who wish their children to attend regularly should complete the attached booking form and pass to the School Office.
- If there are spaces available, parents can book a place in either breakfast or after school club on an ad-hoc basis. We ask that request for places in either the after-school or breakfast club, are emailed by 3.30pm the previous day.
- In the event of an emergency booking being required. Parents should telephone the school office and give as much notice as possible. We will confirm if a space is available. We will not always be able to accommodate ad hoc or emergency sessions

Only children for whom registration forms have been filled in, and a place confirmed, may attend Yardley Primary School After School/Breakfast Club.

Venues

Breakfast Club – School Canteen. Children will receive a healthy breakfast and can take part in supervised activities or do homework before being taken over to school at 8:45am.

After School Club – Children’s Centre Building. A light snack will be served around 4:30pm and children can take part in a range of indoor or outdoor activities (weather dependent) as described on the flyer leaflet.

Open times

Monday – Friday during term time (except bank holidays, INSET days and days when the school finishes early (for after school club))

Terms and Conditions

Staffing ratio - maximum 1 adult per 8 children. There will always be 2 adults on duty.

Fees are charged per child per session

Breakfast Club: 7.30am – 8.45am £6.00 per session

After School Club: 3.30pm – 6pm £11.00 per session (this is regardless of what time your child is picked up)

Discount for siblings is not available.

Please note - A late collection fee of £30.00 for the first 15 minutes and an additional £10 for each 15 minutes thereafter will be applied to cover the costs of staffing.

Children are welcome to join the After School Club session after finishing an extra curricula school activity and collection procedures will be arranged for this. Children can be collected at any time up to 6pm but it would be helpful if parents/carers inform the club supervisor of the collection time in advance.

Spaces are generally offered on a first come basis, however, when allocating spaces, various factors are considered such as siblings already attending, balances on accounts (i.e. no arrears), pupil premium children, SEN children.

Request for Breakfast Club or After School Club spaces must be made by completing the relevant

booking form and emailing it to wraparound@yardleyprimary.co.uk with "Request for Breakfast/After school club space" in the subject heading. The school will contact you if spaces are available and a confirmation email will be sent to confirm the space that is being offered.

If a space is not available your child will be put on the waiting list. We will contact you when a space becomes available. If a space is offered but refused you will be put at the bottom of the waiting list.

Waiting lists will be prioritised in order of date a completed booking form is received. However, the school can decide to give priority to children who are siblings, pupil premium, SEN children or children with additional needs or other needs that the school feels should be prioritised.

Consideration will be given for current/previous debts on accounts.

Payments must be made in advance. Your account must always be in credit before the service is used.

Payments should be made via Arbor.

The school reserves the right to withdraw the space in the event of non-payment or consistently late payments (debts on accounts). The school will write to the parent to advise them if the space is being withdrawn.

Parent/carers are reminded that they are paying for the place at the club, so if your child cannot attend a session, you will still be required to pay for it.

Any queries regarding fees should be directed to wraparound@yardleyprimary.co.uk

Collecting your child:

Children need to be collected from the After School club by 6pm.

If you or the nominated adult who is collecting the child/children are delayed, you are requested to contact the club supervisor/manager to ensure that arrangements can be made for the safety and wellbeing of your child. The mobile number will be given when a place has been confirmed. This number is only available during After School club sessions.

Yardley Primary School will record the late collections and address any concerns directly with the parent/carer.

Yardley Primary School requires written details of the nominated person collecting your child other than yourself.

We will not allow your child to leave the club with someone who is unknown to us. Any regular collection arrangements you may have must be recorded on the registration form.

Adults collecting children will be required to sign them out of the After School Club.

Yardley Primary School must be notified of any changes to registration form details as soon as possible.

Continued late collections will result in your child's place being withdrawn.

Absences: Please note that you will still be charged for the session(s)

Behaviour: If any child's behaviour is still unsettled after a period of time, and all procedures have been followed to accommodate them have failed, Yardley Primary School may have to advise the parent/carer to make alternative childcare arrangements. This will include inappropriate behaviour such as unacceptable language, bullying and racial comments.

Policies:

The school has a comprehensive set of policies, such as Behaviour, Safeguarding and Health and Safety which will also apply to the Breakfast Club and the After School Club. These are available to parents on request.