

# Terms & Conditions - Wellstead Primary School Wraparound

## 1. Introduction

These Terms & Conditions set out the expectations, responsibilities, and procedures for families using our wraparound provision.

By booking a session, parents/carers agree to all sections of this document.

Our wraparound provision operates under the same expectations and standards as the rest of the school. All school policies, including behaviour, safeguarding, and wellbeing policies, apply at all times during wraparound sessions.

## 2. Booking Procedures

- Breakfast Club bookings may be made on Arbor up to **6:00am** on the day of attendance.
- After School Club bookings may be made on Arbor up to **7:00am** on the day of attendance.
- Emergency bookings may be accepted via the school office, after these times, subject to availability.
- Children arriving without a booking cannot be guaranteed a place.
- Children cannot attend if there is an outstanding account balance.
- If your child has additional needs, attends Ready2Learn, has a medical condition and/or an EHCP that means that they have an increased level of adult support whilst in school, the school will require additional notice to ensure that staffing levels are in place to meet your child's needs. Please send an email of your intention to book to the school office at least 1 week in advance. We are very unlikely to be able to organise additional staffing without sufficient notice and may have to decline your request if we feel that attending without support may be detrimental to the safety or wellbeing of your child or that of others attending the provision.
- **All personal details and medical details, including authorised collectors, must be listed and kept up to date in Arbor by parents via the Arbor Parent Portal.**

### 3. Fees & Payment

- All sessions must be paid for **in advance**.
- Payments must be made via **Arbor**; no alternative payment methods are accepted.
- Sibling rates apply only when booked alongside a full-price session.
- If a child stays beyond their booked session length, the booking will be amended and the full session charge applied to the child's account.
- Stay and Play closes at 6pm. Late collections are unfair on our wraparound team and our school budget can not cover the cost of staff staying beyond their hours. A late collection fee will be strictly applied for any collections after this time. This fee will be **£10 for the first 20 minutes or part thereof and then £1 per minute**.

### 4. Cancellations

- After School Club cancellations must be made by **7:00am** on the day of the session.
- Breakfast Club cancellations must be made by **4:00pm** the day before.
- Cancellations after these deadlines will remain fully chargeable.
- Refunds or credits are not issued for non-attendance

### 5. Arrival & Collection

- Children can be collected/dropped off at any time during their booked After School or Breakfast Club session and must be signed out by an authorised adult.
- Breakfast is only served until 8am, if your child arrives after this time please ensure they have already eaten.
- Breakfast club drop off and After School Club collection is at the gate of the Stay and Play room
- Only individuals listed as authorised collectors in Arbor may collect a child unless prior written consent is provided to the school office.
- If a child is not collected on time, staff will follow the late collection procedure, including contacting emergency contacts.
- It is very important that you let us know if your child is not attending breakfast club if they are booked in and make their own way to school.

Contact Number for Stay & Play - Please note that the school office closes at 4pm: 07706 311708

## 6. Pricing and Session Structure:

<b>Session Type</b>	<b>Time</b>	<b>Price</b>	<b>Price with 10% Sibling Discount (until Aug 2026)</b>
<b>Breakfast Club (Short)</b>	8:00–8:30	£2.25	—
<b>Breakfast Club (Full) Includes food</b>	7:30–8:30	£6.00	—
<b>Breakfast Club Sibling (Full) Includes food</b>	7:30–8:30	£5.70	£5.40
<b>After School Club (ASC) Includes food</b>	End of school – 6:00pm	£13.50	—
<b>After School Club Sibling (ASC) Includes food</b>	End of school – 6:00pm	£12.83	£12.15
<b>After School Sports Club (Coach Ruben)</b>	3:30–4:30	£5.50	—
<b>Pitt Stop (New)</b>	3:30–4:00pm	£2.25	—
<b>After Party (New) Includes food</b>	After another internal/external club – 6:00pm	£8.10	—