

Wraparound at Newbold and Tredington C of E Primary School

Breakfast Club & After School Club 2024-25



Newbold and Tredington C of E Primary School
Manor Farm Road,
Tredington
Warwickshire
CV36 4NZ

01608661568

For session bookings, amendments, billing, general information –
admin3214@welearn365.com

Our aim is to provide a relaxed and fun environment, while incorporating the school's Key Values and aims by helping to nurture and develop children in doing their best. The Key Values are linked to our school rules: Ready, Safe, Kind



Wraparound is run by the school and across both sites with the School Administrator overseeing the organisation and running of the club on a daily basis, as well as working closely with the other members of the team.

Along with all the school staff, our Team are dedicated to the children and their well-being. Children are encouraged to interact and talk to all of the adults, and school adults as a whole. This way, they know they can go to any one of us if they are upset or worried, homesick, want to show or share something they did/made at school or home, just want to talk to someone, or help them find someone to play with.

If at any time you have any questions or concerns, please speak to Mrs Baker. You may contact her via email in the first instance, or telephone/text. Mrs Baker is in the office during the school day so non-urgent emails and telephone calls/texts will be replied to/ answered during wraparound operating hours.

If an urgent matter arises, that may have an impact on your child's behaviour or emotional well-being, prior to your child coming in to wraparound/school in a morning, or before you collect in the afternoon, please contact Mrs Baker (via the school office).

Wraparound Team

Mrs Gaynor Baker – Designated Safeguarding Officer/First Aider (Tredington)
Mr Nathan Taylor
Miss Victoria Dean –Paediatric First Aider (Newbold)

On behalf of the Team and myself, if you are new to wraparound, we look forward to welcoming you and your child/children to the 'Wraparound Family'.
If you are a returning Family Member, welcome back!

Mrs Welsby

TIMES & SESSION FEES

Session	Time	Fees 2024/25
Before school	8:00 (drop off no later than 8:20am)	£4.75
After school at Newbold	3.15 - 4pm	£3.75
After school at Tredington	3.30 - 5pm	£4.50

While we realise that there is a cost of living crisis, I'm sure you understand that all our costs have risen as a result of wage increases and inflation. Therefore, rather than the 10% that inflation has been over the last year, we have risen our prices by just 5% to minimise impact on families.

REGISTRATION (for start of academic year)

Deadline for registration for 2024/25: **Monday 19th August 2024**

Confirmation of place/places will be given in writing.

RETURN OF FORMS: Please email admin3214@welearn365.com or drop off at the Main Office.

If you would like to register your child after the deadline, or after the academic year has started, please send an email to the admin email address. We cannot guarantee spaces; however, we will do our best to accommodate your requests.

PRE-SCHOOL & RECEPTION CHILDREN

- Wraparound START DATE for all Pre-school & Reception children is Monday 16th September. We require that children are independent in toileting. In the case of medically diagnosed toileting issues, that the school are aware of, contact Mrs Baker

SAFEGUARDING

We take the safety and welfare of all our school community very seriously. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and parents/carers to share that commitment, in line with the school's Safeguarding Policy.

Parents/carers are not permitted inside the school, unless authorised, and if you wish to speak to a teacher about a specific issue, please make an appointment in the usual way.

MORNINGS (Breakfast Club):

The wraparound member of staff, who is on the door, must physically see you when you drop off your child/children. Children cannot be dropped off in the road to walk in by themselves, and are not allowed to sign themselves in. The wraparound member of staff will sign your child/children in on the paper register. If your child is not going to Breakfast Club, (going straight to school, poorly, etc), please email or message on the Fosse MAT/reach More Parents app

- Newbold: When wraparound finishes, the children move to their morning activities with their peers.
- Tredington: The children are dismissed from the hall, at the start of the school day, and they independently go to their classes.

AFTERNOONS (After-School Club):

All Class Teachers have a list of which children go to wraparound after school during the week.

If your child is not going to be attending their regular afternoon session (going straight home after school, going home after an after-school club, illness, etc) we must have **advance written notice**. Unless we are otherwise notified, your child/children will go to wraparound as normal, and they will have to be collected from there.

An adults collecting your child at the end of a session must be on your Collection Consent form. To add or remove any adults please contact Mrs Baker on admin3214@welearn365.com or call 01608 661568

If you are using your phone while waiting for your child to be released, please ensure the camera is pointed towards the ground. Photos are not allowed to be taken of the children.

BREAKFAST CLUB

Breakfast Club: doors open at 8.00am. We kindly request that your child/children are dropped off no later than 8:20am.

We provide a variety of food:

- Two types of cereal
- Toast (wholemeal bread)
- Crumpets/pancakes/waffles
- Spreads: butter, jam, marmite, lemon curd
- Drinks: Squash, water & milk

If your child has dietary requirements, please ensure this is written on the registration form. If a dietary requirement is identified during the school year, please contact Mrs Baker via email.

AFTER SCHOOL CLUB

As the club finishes at 5pm we do not currently provide a snack.

WRAPAROUND TERMS AND CONDITIONS

A completed and signed Registration Form (siblings can go on one form) is required for each academic year before confirmation & commencement of place. This is taken as acceptance of all terms and conditions.

FINANCE

- Invoices are sent out one month in advance with a two-week payment due date.
- All fees are to be paid in advance.
- For invoices sent out after the start of the month, the payment due date will be dependant on when the sessions are needed.
- If you require an extension of the payment due date (still in advance of the actual month – end of October for November’s invoice), please contact Mrs Baker to explain the circumstances and request the extension.
- If payment is not received by the end of the month, we will contact you via email. If payment is then not received by the date specified, the Wraparound place will be suspended for one week until full payment is made. If payment is not made by the end of the suspended week, the place will be offered to a child on the waiting list.
- Wraparound Debtors Policy available on request. We hold full records and will contact you directly if your account is in arrears.
- **One month’s paid written notice** must be given when reducing, cancelling or changing sessions.
- In the unlikely event that Wraparound is compelled to close in reasonable circumstances beyond our control, we are not able to refund fees or organise alternative childcare, nor can we accept any consequential liability sustained by parents / carers due, for example, to loss of earnings or costs associated with alternative childcare.
- In the event of national school closures due to pandemic or other unforeseen circumstance, 50% of one-months billing will be retained by the Trust. In the event of a year group/bubble having to isolate, credits will be applied to the account for the sessions that the child/children are missing.
- We are unable to refund fees for sessions not taken due to illness, absence, holidays, or on the rare occasions where the school is forced to close due to adverse weather conditions. INSET days are not charged.
- All sessions, including ad-hoc/extra sessions, once confirmed, will be charged regardless of attendance.
- Because of the staffing and resource requirements as laid down by Ofsted, children who are collected after the agreed time will incur a late collection charge. A late collection fee of £10 per ten minutes, will be charged after 5:00pm, Monday – Friday, at the discretion of management.
- Any child not collected after school, and not on the Wraparound register for that day, will be put in to Wraparound and a £10 emergency fee, in addition to the session fee, will be charged.
- Fees are reviewed each per year by the Governing Body and any changes will take place from September; notice will be given of any fee increases.

PAYMENT DETAILS

- direct debit/bank transfer:
Account name: Fosse Multi-Academy Trust
Account number: 41532760
Sort code: 30-64-10
- Government Tax-Free Childcare Vouchers are accepted (we are listed under Newbold and Tredington C of E Primary School) Ofsted Registration number: 149306
- If you have no alternative than to pay by cheque (payable to Fosse Multi-Academy Trust) or cash, payment must be placed in a named sealed envelope, for the attention of Wraparound, and given to the school office.

MISCELLANEOUS

- Any extra session requests must be authorised, by Mrs Baker, prior to attendance. Unauthorised morning sessions may be subject to the same after-school additional £10 fee. We may not be able to accommodate all requests.
- We endeavour to respond to emails within 48 working hours.
- Wraparound reserves the right to terminate your child's place with immediate effect and without notice if you breach this agreement, have outstanding Wraparound fees owed, or if we at our sole discretion consider termination (whether fixed or full) of your child's place to be in the best interests of Wraparound and/or the welfare of your child, other children and/or the staff at Wraparound.
- All other school policies apply including Safeguarding, Health & Safety and Behaviour.
- Newbold and Tredington C of E Primary School reserve the right to amend any of the club's policies and T&C's at any time – 30 days written notice will be given.
- Day to day operations can be changed at a moment's notice.

PARKING

We request that you always respect residents' driveways and not park on the yellow zigzag lines.

POLICIES

Child Protection, Behaviour, Admissions and Health & Safety policies are all available on the school's website.

Changes to any Wraparound details will be communicated via Fosse MAT app and notices placed at the drop off & collection points for last minute changes.