



Wraparound Terms and Conditions

This provision is in addition to our free, daily Breakfast Club provision which is available to all families (8.00am onwards).

Staffing: There will always be at least two members of staff on duty in our wraparound provision.

The following measures are in place so that we can plan and staff the provision accordingly:

General

- Wraparound is open to children attending Broadway Junior School and delivered by staff.
- The provision is available from **3.00pm – 5.00pm** (Monday to Friday). This is available during term time only and this has been reflected in the charges.
- If your child is granted a space in an extra-curricular club until 4.00pm they can then attend the After School Club until 5.00pm, if needed. In order to cover staffing costs, families will be charged the full rate if this is the case.
- A light, healthy snack will be made available.
- At the end of each session children must be collected by a responsible adult, known to school and on the child's contact list.

Bookings

- Bookings must be made on the school booking form which is available electronically via the school website or a paper copy can be made available via the school office. Bookings, and payments, should be made in advance where possible. Telephone bookings will only be accepted in an emergency or if technical difficulties prevail.
- Enquiries must be made via the school office (Tel. 0191 528 3058 or email admin@broadwayjuniorschool.com with the subject 'Wraparound Booking'.
- A booking request can be made on a block booking basis, a regular place, e.g. every Monday, or a 'one-off' date(s). We aim to accommodate all requests made; however, places at the club are limited.
- If we are unable to offer you a regular place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
- Once your booking is confirmed, payment will be due at this point via School Money. Once **full payment has been made, and in advance**, your child's place at the club will be guaranteed.
- Please inform the school if you no longer require your child to attend the club. Refunds/credits will not be given for non-attendance/late cancellations unless there are exceptional circumstances. This decision will be made by the school.
- In the event that you would like to change the days that your child attends please contact the office as soon as possible.
- Non-attendance, without notice, will incur the full charge. Please remember to contact the school office if the provision is no longer required.

Charges and Payment Charges

3.00pm - 4.00pm	£5.00 per child per session
3.00pm - 5.00pm	£8.00 per child per session

- Where a payment has not been received in advance a place at the club cannot be guaranteed.
- Refunds/credits will not be given for non-attendance/late cancellations unless there are exceptional circumstances. This decision will be made by the school.
- Unless it is requested by the school, children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

Dietary Needs and Medical Conditions

- We are unable to supervise a child who needs medication at the club unless parents have completed the appropriate paperwork in line with our school policies. Our policies are available on request. It is the parent/carer's responsibility to ensure that all prescribed medication is handed into school by an adult, has not exceeded its expiry date and is marked clearly with the child's name.
- It is the parent/carer's responsibility to disclose any special dietary needs or medical conditions on the booking form.
- Children are not permitted to bring their own food unless this has been agreed in writing by the school in advance of their attendance at the club.

Expectations

- The after school club is an extension of the school and encompasses all of our school policies and expectations. Poor behaviour during club hours will not be tolerated and in the instance of repeated, unacceptable conduct places could be withdrawn.
- Any child in attendance should be collected on time in accordance with the session time that has been booked. Should a child be collected late, a charge for the next session will be issued.
- If a child is not collected by 5.00pm an additional charge of £10.00 will be made to cover staffing costs.

We reserve the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in disruption of the club.
- Where payment has not been made in advance we reserve the right to cancel the booking with immediate effect.

Reviewed – September 2024

Next Review – December 2024