

Linden Primary School



Breakfast and After School Care – Wraparound Care

Status

Statutory

Recommended

Good Practice

Purpose

To ensure clear communication of the commitment and expectations for Wraparound Care (both Breakfast and After School Care), covering attendance, payments and contingency.

This Policy and Guidance takes into consideration DfE guidance:

Guidance for Safer Working Practice for Adults who Work with Children and Young People

Consultation

Staff, governors and parents as appropriate

Links with other policies

Child Protection & Safeguarding Policy

Complaints Policy

Monitoring and Evaluation

Annually

Every 3 years

Other _____

Headteacher

Governing Body

Other _____

Reviewed December 2022

Next Review December 2023

Linden Primary School (WAC)

Terms & Conditions

Registration

By registering, the parent / carer gives Linden Primary School (WAC) permission to take your child/children off site – this may be for the purpose of, but not limited to, a walking bus or organised trip. **Linden Primary School (WAC)** must be notified of any changes in Registration details, as soon as possible, in writing by the parent / carer.

Booking Sessions

- All sessions requested by parents / carers are subject to availability. If you request a booking outside of the booking window, we cannot guarantee a space as numbers are strictly limited.
- All sessions booked must be paid for in advance.
- No parent / carer should consider a booking as being accepted until payment has been received.
- Pupils who remain uncollected after 3.30pm will be admitted into After-School Care whilst their parents are contacted to collect them. The parent / carer will incur a £5.00 non-booking fee per child in addition to the session charge.
- Bookings may be cancelled up to 48 hours before the start of the session. Bookings may also be changed up to 8 hours before the booking window if spaces are available.
- **Linden Primary School (WAC)** will credit all fees charged if the club is forced to close due to unforeseen circumstances.

Responsibility for attendance

- It is the parent / carer's responsibility to ensure that their child / children arrive on time to any Breakfast or Holiday Club, and that they are signed in accordingly.
- It is the parent / carer's responsibility to ensure that their child / children are aware that they will be attending any After-School Club.
- It is the parent / carer's responsibility to notify the school if there are late changes made to their child / children's club attendance on that day.

Penalties for Late Collection

- It is the responsibility of all parents / carers collecting children to do so promptly at the end of the session. Failure to do so will expose the parent / carer to the payment of a financial penalty and will constitute a breach of the terms and conditions.
- There is a penalty charge of £5.00 for every five minutes (or part thereof) for each child collected after the official closing time of the club.
- This penalty charge must be paid before any future **Linden Primary School (WAC)** booking can be accepted.
- Where the penalty is outstanding and further sessions have been pre-booked and paid for by the parent / carer, **Linden Primary School (WAC)** reserves the right to exclude the child from the club, until the penalty is paid, without issuing a refund for sessions unattended.

Responsibility for Payment

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.

- Failure by **Linden Primary School (WAC)** to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non, payment under any circumstances.
- Failure to settle all fees and/or penalties when due may result in the clubs taking action (including legal action) to recover any outstanding sums.

Childcare Vouchers

- Childcare Vouchers will be credited to individual accounts only when the funds have been received by the school. Please note that many Childcare Voucher Providers take up to 7 days to allocate these funds to the school, therefore you must allow 14 Days for this credit to be transferred across to your account.
- The school will credit Childcare Vouchers of £100 and over, free of charge. Childcare Voucher transfers under the value of £100 will incur an administration charge of £10 per payment.
- If you intend to use a Childcare Voucher Provider, which is not currently registered with the school, please email **Linden Primary School (WAC)** with the Provider's information in order for the school to register. Bookings will need to be paid for by card until this registration process is complete.

Grounds for Exclusion

- Any child who has suffered from diarrhoea, sickness, high temperature/fever, conjunctivitis or any contagious disease must be kept away from the Club for a period of 48 hours after such condition has ceased.
- Should any child suffer from any of the above whilst at the Club, the staff will contact the parent / carer and ask them to collect the child as soon as possible.
- Other grounds for exclusion are persistent poor behaviour on the part of the child or the parent / carer, (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience
- and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example those which endanger children or staff) or where a parent / carer is in breach of any of our terms and conditions.
- Refunds will not be made if children are excluded on the grounds set out above.

Reservation of Rights

- **Linden Primary School (WAC)** reserves the right to exclude a child or family from attending the Club or to refuse to accept a registration at its sole discretion.
- **Linden Primary School (WAC)** reserves the right to close the club on the grounds of staff shortage, unavailability of facilities, or for any other reason, which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.
- **Linden Primary School (WAC)** reserves the right to change these terms and conditions at any time.

Legal: Waivers, Exclusions and Jurisdiction

- No failure or delay by **Linden Primary School (WAC)** in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing.
- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- **Linden Primary School (WAC)** shall not be liable for any direct or indirect loss suffered by parents / carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
- **Linden Primary School (WAC)** accepts no liability for the administration of medicine in accordance with parents / carers written instructions. Medicines will not be administered in the absence of written instructions.
- In accordance with **Linden Primary School (WAC)**'s Health Policy, **Linden Primary School (WAC)** accepts only medication which is prescribed, in original packaging including the pharmacy label which indicates the child's name.
- **Linden Primary School (WAC)** accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.
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- **Linden Primary School (WAC)** accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.