

Dear Parents and Carers,

William Morris Wraparound Care Provision

We are delighted to offer wraparound care provision on site where children can enjoy fun activities and play with their friends, in a safe, happy environment. Breakfast club and after school club are run and staffed 'in house' by our qualified and experienced staff.

Booking process:

- **Fixed bookings** - those families requiring wraparound care request and commit to a 'fixed' booking on specific days of the week in breakfast club and/or after school club sessions. This will secure a regular place on fixed days for children and families requiring regular childcare. Places will be limited in accordance with staff ratios. To request 'fixed' places please click on and complete the following online form <https://forms.office.com/e/NrnWVvTDK3>
- **Commitment** - if the requested place is confirmed by the school office, parents agree to commit to the fixed sessions on requested days on a rolling basis, unless 14 days notice is given in writing to the school office to change sessions or to give up the place. During the notice period, sessions are still payable.
- **Non-refundable** - sessions are not refundable for non-attendance of any kind (including illness, holidays, trips) once the place has been allocated and accepted. Unfortunately, we cannot accept cancellations for odd days, as we still incur staffing costs.

Payment

- Payment is made using Parentpay (our payment system), payment is required in advance and accounts need to be kept in credit to retain places or wraparound places will be withdrawn and we will be unable to continue to offer a wraparound care place if debt balances are incurred.
- Parents can pay by tax free childcare or childcare vouchers. For every £8 that parents pay into their tax free childcare account, the government pays £2 into the account. For more information on how this works, please look at the government web site <https://www.gov.uk/tax-free-childcare>. If you make a tax free childcare payment, please notify the school office of the payment by completing our online notification form <https://forms.office.com/e/kqMVha8JbM>. Once receipt of payment is confirmed, this is applied to your Parentpay account as a credit. Please do not make any tax free or childcare voucher payments until you have been issued with your Parentpay account details.
- Please note that the school office will set up the fixed place session bookings on Parentpay and charges for each session appear on Parentpay on the actual day of the session booked.

Breakfast Club Sessions

- Breakfast Club runs from 7.30am until the school doors open. The cost of breakfast school is £4.50 per session. A healthy breakfast of cereal, toast and other items are offered every day. A range of toys and activities are provided so that children can relax and play before school begins.

After School Club sessions

- Our aim at After School Club is to ensure a comprehensive and fun provision for each child. We achieve this by working with the children to offer a range of fun indoor and outdoor activities.
- We offer three after school sessions after school running Monday to Friday during term time. These are:

Session 1:	3-4pm	£5 (a fruit snack is offered)
Session 2:	3-5pm	£10 including a light tea (wrap/roll, yoghurt, malt loaf)
Session 3:	3-5.50pm	£13 including a light tea (wrap/roll, yoghurt, malt loaf)

- The latest collection time is **5.50pm**. Late collection after this time will incur a late fee of £5 for every 5 minutes or part of thereafter after 5.50pm.
- Late collection from earlier sessions (3-4pm and 3-5pm) will lead to the later session price being charged for that day.

Priority booking criteria

In the event of more applications for a fixed place than available places at a session, places will be assessed and allocated against the following criteria in order of priority:

- Priority will be given to those on the waiting list who already have a sibling with a place in the same breakfast club/after school club
- Places after sibling priority will be allocated on a 'first come first served basis' (calculated by the school office using the submission date of the completed waiting list application form)

Ad hoc bookings

- Due to staff ratios, we are unable to offer 'ad hoc' places or bookings to children in Nursery and Reception, we are only able to offer 'fixed place' bookings.

Sibling discount

- For families with more than 1 child in a wraparound care session, we will offer a 10% sibling discount for the second and subsequent children.

Breakfast Club and After School Club are open five days a week before and after school term time only, to children who attend William Morris Primary School. We are fortunate to have enthusiastic and

experienced staff. All staff have been checked through the Disclosure and Barring Service (DBS) and receive annual child protection, first aid and food safety training.

If you have any queries regarding the above, please contact the school office team on 01793 299022 who will be happy to help.

Yours sincerely,

Mrs P Dixon
School Business Manager
William Morris Primary School