

CHALK RIDGE PRIMARY SCHOOL



Reviewed and approved 1st November 2021
Last reviewed May 2024. Next review – May 2025
Effective from September 2024

Headteacher: Miss Sue Jackson

Wrap Around Care Terms and Conditions

Booking Procedure

All sessions should be booked via your child's Arbor account. Bookings may be made for the full academic year in advance but must be made **at least 48 hours in advance**.

Any 'emergency' bookings, within 48 hours will need to be made through the school office and the booking will be made at the discretion of a member of the Senior Leadership Team (SLT). Requests for emergency bookings can **not** be made via email.

Emergency booking consultations will be based on: -

- (i) the reason for booking
- (ii) current numbers booked in relation to staff ratio for that day.

Chalk Ridge Primary School reserves the right to decline emergency bookings, made less than 48hrs prior to the requested session, on the grounds that there are not sufficient staff to meet statutory adult to pupil ratios.

Any pupil that turns up and is not booked into the service may be refused entry and your child will be returned to the care of their parent/carer. Should this happen on more than one occasion a warning letter may be issued.

All children should be handed over to a member of school staff or collected by a known adult at the school office.

May we remind you to notify the office if someone is collecting your child who is not on the Arbor contact list. We will not release your child unless we have had prior confirmation of this.

Charges

Breakfast club will be charged at £4.50 per day per child and is available from 7.30am each day.

Afterschool club has 3 separate sessions available

3.10pm to 4pm - charged at £7.50 per day per child

3.10pm to 5pm - charged at £10 per day per child

3.10pm to 6pm - charges at £12.50 per day per child

Payment Terms

All sessions must be paid for at the time of booking or in advance. **You will be unable to book sessions without the required credit in Arbor.**

We do not offer any credit terms for wrap around care and sessions must be paid for at the time of booking.

Tax free childcare payments are accepted but please be aware that it can take up to 7 days for the payment to be received and applied to your Arbor account and this should be taken into consideration when making your booking.

Please email afterschoolclub@chalkridgepri.hants.sch.uk to confirm how you would like your payments to be assigned. This is particularly important if using more than one service (e.g.: split across breakfast club/afterschool club or trips/visits).

Cancellation Policy

Any cancellations should be notified to the school office at least 48 hours in advance. Late cancellations (less than 48 hours) will be charged at the standard rate unless your child is absent due to illness.

Late collection from afterschool club

All children should be collected via the school office doors by the end of your chosen session time slot. Should you be late to collect your child you should notify the afterschool club leader as early as possible on 07956 425287. There will be an additional £5.00 charge for each 5-minute period past the required collection time.

Pupil Agreement

Pupils attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols to ensure the safety and welfare of our children. We also reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.