Sir Robert Hitcham CEVAP School

Wraparound Care 2026/2027 Terms and Conditions

Wraparound Care at Sir Robert Hitcham CEVAP School operates from Monday to Friday during term time only and is available to all pupils of the school from Reception to Year 6. Please read the following terms and conditions of Wraparound Care, then sign and return to the School Office, together with the Wraparound Care registration form.

Terms and Conditions

1. Before bookings are made you must register your child, even if you only intend to use Wraparound Care occasionally.

2. Bookings must be made at least 24 hours in advance. If we have spaces available bookings may be made at the last minute by contacting the School Office.

3. Children who are ill cannot attend wraparound care and, in the event of sickness or diarrhoea, must be off school for 48 hours after the last bout of sickness or diarrhoea.

4. If your child is ill whilst at Wraparound Care, staff will contact you to collect your child. We are not able to refund parents for part attended sessions.

5. You must inform us, preferably in writing, if anybody else, other than those listed on the registration form, will be collecting your child.

6. Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. Penalty charges will apply at a cost of £5.06 per 15 minutes. except in exceptional recognised circumstances. Any child left for more than 45 minutes will result in Social Services being contacted and / or the Police.

7. Payment must be made via the Arbor Parent Portal or App. Your account needs to be in credit to allow you to book onto Wraparound Care. If you have registered for

8. If you wish to cancel a booking then you must give 48 hours' notice or you will be charged for the session. We will only offer refunds if Wraparound Care is forced to close due to snow, heating failure, staffing shortage etc.

9. Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non-prescription drugs and no children should be in possession of them.

10. Should you have cause for complaint about Wraparound Care, there is a formal complaints procedure and the school's Complaints Policy is available on the website or from the School Office. We hope any concerns can be sorted out informally with the Wraparound Care Leader or Headteacher.

11. Vehicle access to the school site is not permitted between 8.30am and 4.30pm. Outside of these times, parents can park on the playground when dropping off or collecting children from Wraparound Care. Please drive slowly and carefully when entering or leaving the school site. Please do not park in the disabled parking space at the front of the school, unless you are displaying a Blue Badge.

12. Parents must inform the school of any change of address or contact phone numbers.

Further Information

Before School Club

Before School Club runs from 7.50am to the start of school, Mondays to Fridays term time only.

Whilst we do not provide a meal during the Club, pupils are welcome to bring their own breakfast to eat. The Club begins at 7:50am. Pupils are welcome to arrive at the Club any time between 7:50am and 8:30am.

Pupils should arrive for Before School Club accompanied by an adult Please ring the wraparound care bell at the main entrance.

The children will be accompanied to their classrooms by a member of staff at the start of the school day.

After School Club

After School Club runs from 3.15pm to 5.30pm Monday to Fridays term time only:

- Early session – 3.15pm to 4.30pm; and
- Full session – 3.15pm to 5.30pm.

Each day there is a choice of activities and the children have the opportunity to join in with any Enrichment Club running. There is also a choice of colouring, listening to music, and puzzles available. These activities change daily, however, there are always two adult-led activities available and three independent, but supervised, activities available.

At 3.15pm the children are offered a snack of fruit, vegetables and squash.

At 4.45pm a hot snack is provide – for example a mini pizza, beans on toast, scrambled egg with bagel etc.

Please ring the doorbell to the alert the Wraparound Care Lead that you have arrived to collect your child.

The Wraparound Care Leader will adhere to all the policies provided and any legislation in place, such as Disability Discriminations Act, Race Relations Act, Sex Discrimination Act, Children's Act, Data Protection Act, and they will adhere to other school policies and procedures such as Child Protection; Positive Behaviour.

Charges

Before School Club	7.50am to 8.45am	£3.04 per child
After School Club	Early session 3.15pm to 4.30pm	£3.55 per child
After School Club	Full session 3.15pm to 5.30pm	£7.10 per child
Late Collection	Any child collected late from the session he/she has been booked into will incur a late fee	£5.06 per 15 minutes

Charges for Pupils eligible for Free School Meals

A 50% reduction is offered to all pupils eligible for Free School Meals.

Additional Charges

On occasions here may be an additional cost for certain enrichment activities, such as cooking, to cover the cost of additional resources. We will advise parents/carers of any additional charges in the termly letter we send home with details of the activities available for the forthcoming term

Tax-Free Childcare
Sir Robert Hitcham CEVAP School is signed up to the Government's Tax-Free Childcare Scheme and can accept payment for Wraparound Care with Tax-Free Childcare vouchers.

Please contact the School Office if you would like to pay for Wraparound Care with Tax-Free Childcare vouchers, so that your account can be set up in Arbor.

Please complete and sign the below form and return to the School Office at Sir Robert Hitcham CEVAP School, Debenham

SIR ROBERT HITCHAM CEVAP SCHOOL

WRAPAROUND CARE AGREEMENT OF TERMS AND CONDITIONS

Name of Child		Class	
Name of Child		Class	
Name of Child		Class	
Name of Child		Class	

- **I confirm that I have read the Terms and Conditions for the Before School Club and After-School Club.**
- **I confirm that I will abide by the Terms and Conditions laid down by the Club.**

Signed		Date	
Print Name			