



Wraparound care at Holy Trinity

Club Contact Number: 01276 858 297/07851 090918

Email: wraparoundcare@htp.tamat.org.uk



Admissions Policy and Terms & Conditions – September 2021

This document contains essential information about the Breakfast and Afterschool Club. You will be asked to sign to confirm that you have read and understood this information.

Please keep a copy to hand so that you can refer to it when necessary.

The Breakfast & Afterschool Club

The Breakfast & Afterschool Club is managed by Holy Trinity Primary School. It is open to children aged 4 through to 11 who are pupils of Holy Trinity Primary School. It offers term-time childcare as follows;

- before school from 7:30am to 8:45am Monday to Friday, and
- after school from 3:00pm to 6:00pm Monday to Friday.

The Breakfast & Afterschool Club is located in the smaller school hall (Willow Hall) that is attached to the Early Years Foundation Stage block at Holy Trinity Primary School, Benner Lane, West End GU24 9JQ.

You may contact the club directly (during operational hours only) on 01276 858 297, 01276 476 036 or 07851 090918. In the unlikely event of the hall being out of use for any reason, the school will endeavour to operate the Breakfast & Afterschool Club in an alternative venue within the school. If the school is closed due to adverse weather, the club will not run and a message will be posted on the school website.

For all enquiries, please e-mail: wraparoundcare@htp.tamat.org.uk

The Breakfast & Afterschool Club is staffed by Playworkers who are employees of the school. From time to time, other school staff may assist in the Club e.g. to provide cover for staff absences. Sports Coaches from independent companies may also assist by providing activities for the children whilst in the care of the Breakfast & Afterschool Club.

Breakfast Club runs from 7:30am until 8:45am each morning.

Afterschool Club is split between two sessions to allow for those children who wish to attend extra-curricular afterschool clubs before attending the after school provision and to allow some flexibility for parents.

Session 1 runs from after-school – 4:30pm (includes a drink and a snack)

Session 2 runs from 4:30pm – 6:00pm (includes a drink and a light meal)

Admissions Criteria

1. Existing customers
2. Where a sibling attends the club
3. Full time place for the before-school and/or after- school clubs
4. Regular sessions for either or both clubs. By regular, we mean the same sessions every week
5. Alternate sessions for either or both clubs. By alternate, we mean a week on/week off repeating pattern
6. Ad-hoc sessions



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Waiting List

Where the number of bookings exceeds the capacity of the Breakfast & Afterschool Club, a waiting list will operate and priority will be given in accordance with the admissions criteria above.

Booking Procedure

If you are registering for the first time, then please complete the Registration Pack in full and return it directly to Holy Trinity Primary School or scan and email them to wraparoundcare@htp.tamat.org.uk

Once registered, sessions may be booked for either the whole school year or each half term in advance and places will be allocated in accordance with the admissions criteria.

The booking forms for either each half term or the whole school year will be issued in sufficient time for parents/carers to book the next set of sessions. **We are unable to accept bookings where invoices remain unpaid.**

We require six weeks notice in writing to cancel a regular booking. Bookings are not transferable.

Fees and Payments

The charge for the **Breakfast Club is £5.50 a session.**

The charge for the **After School Club Session 1 is £6.75 and After School Club Session 2 is £7.25. Total cost for After School Club is £14.00 per day.**

These charges apply to all sessions that have been booked and whether or not the child attends a club at the school for part of any session. If your child attends an after school club, you are able to book for just Session 2 which will begin at the end of Session 1 at 4.30pm

The charges include all refreshments (as per the Food and Drink policy).

We reserve the right to charge an additional £25 for every 10 minutes after 4:30pm/ 6:00pm for late pick-ups, to cover staff overtime costs.

Invoices will be raised after the booking forms for each half term or whole school year have been received and the places allocated. Invoices will be sent half termly. **Payment must be made in advance** by cheque, direct bank transfer or childcare vouchers. Payments not received by the end of the first week of each half term will be followed up by e-mail, phone call or letter. **The school reserves the right to cancel the booking for any pupils where payment is overdue and the place will be withdrawn.**

Fees will be reviewed regularly by governors to ensure they cover the cost of operating the club and a half-term's notice will be given for any changes.

The Breakfast and Afterschool Club is currently registered to receive childcare vouchers from the following schemes; Allsave, Edenred, Computershare, Childcareplus, Sodexo, Busy Bees, Gemelli and Fideliti.



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Changes to bookings

We are not able to offer refunds for missed sessions due to illness, holidays, school trips or other absences, or where the pupil attends only part of a session. Pupils attending after school sports clubs etc. may then go to the Afterschool Club if booked in, and charges will be made in accordance with the booking form. Bookings are not transferable.

The Breakfast and Afterschool Club staff will follow up the non-attendance of any pupil that is booked in for an after school session, with either the parent/carer or school, as part of its commitment to Child Protection and Safeguarding. Non-attendance at the morning sessions is not followed up. We require six weeks written notice to cancel a regular booking.

Ad-hoc sessions

Subject to availability, we will endeavour to accommodate requests for additional ad-hoc sessions. These should be arranged in advance where possible. In an emergency, we will try to accommodate ad-hoc sessions, however this is not guaranteed. Charges for ad-hoc sessions will be added to the next invoice. You may not exchange a regular booking for an ad-hoc session.

Late pick-ups

Please contact us if you anticipate being late in collecting your child. Charges for late pick-ups will be added to the next invoice. We appreciate that traffic conditions can sometimes make late pick-ups unavoidable and we will continue to provide care for your child under these exceptional circumstances only. We do not provide care after 6pm for any other purpose, such as over-running meetings. If you are regularly late in collecting your child, we may suggest that you seek alternative, more flexible childcare arrangements.



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Policies and Procedures

The Breakfast and Afterschool Club has policies and procedures including, but not limited to:

- Food and Drink
- Daily Safety Checks
- Promoting Positive Behaviour
- Non-attendance and non-collection
- Accident and Incident
- Settling in
- Play
- Emergency Closure
- Missing child
- Smoking, alcohol and drugs
- Physical Intervention
- Illness and infectious diseases
- Visitors
- Early Years Foundation Stage.

Copies of these policies are available for inspection at the Breakfast and Afterschool Club.

Where there is not a policy specific to the Breakfast & Afterschool Club, the club will follow the Holy Trinity Primary School's/ TAMAT's policies, which include, but are not limited to:

- Health and Safety
- Confidentiality
- Complaints, Concerns and Compliments
- Fire Safety
- Supporting Children with Medical Conditions
- Equality
- Staff Code of Conduct
- Staff Discipline, Conduct and Grievance
- Whistleblowing



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Behaviour

The Breakfast & Afterschool Club prides itself on a happy atmosphere where all children feel safe. The club follows the behaviour policy of Holy Trinity Primary School and children who are not able to follow this policy may be excluded from the club for a short period or permanently.

Complaints

The club follows the TAMAT Complaints Policy which can be found on the school website. Complaints will be taken seriously and investigated in accordance with the policy. Threatening or aggressive behaviour from parents, carers or children will not be tolerated and could result in a termination of the contract.

GDPR

The club follows the TAMAT Data Protection Policy and complies with the current GDPR regulations.