



## Breakfast and After School Wraparound: Terms & Conditions for September 2023-July 2024

High Ash operates a Wraparound service, running at the start and end of the School Day, open to all pupils at our school.

- To ensure a pleasant and safe environment and good access to resources for all children attending this service, spaces are limited to **32 children per day for Breakfast club and up to 45 children per day for After School Wraparound Care.**
- Bookings are made for a particular session across the full year e.g. Breakfast club every Monday etc.
- Places for Wraparound are allocated on a first come, first served basis and will be based upon submission of the online booking form via our website.
- Whilst Breakfast Club operates every day the school is open, After School Wraparound does not take place on the last day of each term.
- Please note that reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Any such changes will be notified to you in writing at least six weeks before the change is due to be implemented. Changes related to the safeguarding of children will be effective immediately.

### Session Costs

Costs per child are:

	Session Time	Standard Booking Rate	Ad hoc Booking Rate
<b>AM Wraparound</b>	7.50am-8.50am	£5	£6
<b>PM Wraparound</b>	3.30-5.00pm	£9	£11
<b>PM Wraparound</b>	3.30-6.00pm	£12	£16

- Unfortunately, we cannot offer discounts for siblings / multiple children as we still have to cover staffing costs for each child.
- If your child attends an after-school club followed by Wraparound, you will still need to pay for Wraparound from 3.20pm onwards (i.e. the full cost of a Wraparound session).
- If the school closes Wraparound due to unforeseen circumstances (e.g. a power cut, inclement weather), Parent/Carers will not be charged for these sessions. In these circumstances, a credit will be raised against the booking, which Parents/Carers can receive either as a refund or a reduction on future payments due.

### No. of sessions for the whole school year:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast club</b>	<b>37</b>	<b>39</b>	<b>38</b>	<b>39</b>	<b>37</b>
<b>PM Wrap</b>	<b>37</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>36</b>

### Making a Bookings

- Bookings are made via our website.
- Your bookings are only confirmed once you receive an email confirmation from the office, with you invoice attached.
- In booking a space for Wraparound, you are agreeing to adhere to the following Terms & Conditions:
- In booking a space, you are committing to the sessions and agree to fulfill the financial commitment for this.

- If you need to cancel or amend your booking, you must give the **school notice of 20 school days**. You will be charged for the original booking during this time. Amendments are subject to spaces being available and cannot simply be transferred from one day to another.

### Payment Schedule

- Instalments will be spread over ten months of the school year, with a deposit paid in July and the remaining 9 payments made between September and May.
  - Payments should be made during the first week of the month (by the 7<sup>th</sup> of each month).
  - Your first instalment should be paid by the **by the 7th July 2023 to secure your booking**. For the remaining 9 instalments, you will be required to **make payment by no later than the 7th of each month** starting from September 2023 and every month thereafter until the final instalment paid on or before the 7<sup>th</sup> May 2024.
- Please do contact the School Office if you wish to discuss an alternative payment plan.
- It is the responsibility of the Parent/Carer to ensure that they make payments on or before the above deadline dates provided.
- If payment has not been received by the school by each instalment deadline, then a **late payment fee of £5 will be charged the day after payment is due**. You will then be charged an additional £5 for each week (5 working days) that the payment remains overdue. This applies for each of the agreed instalment deadlines (or the agreed payment dates if an individual payment plan has been arranged with our Business Manager).
- If payments are not paid after 3 written reminders from the School Office, the School reserve the right to cancel all remaining sessions for the rest of the school year, and Parents/Carers will have to find alternative childcare arrangements. **There would be no refund of fees paid in advance in these circumstances.**

### Charges for Late Pick-up (from After School Wraparound)

- If you are running late to collect your child, whether by 5pm or 6pm, please send an email to [wraparound@highashschool.co.uk](mailto:wraparound@highashschool.co.uk) or contact the Wraparound care team on **07564 385756**.
- If you have booked until 5pm but would like to request an occasional extension until 6pm please email the School Office and we will check availability. In this instance you will be charged the difference between the earlier and later slot.
- Late collection, with no prior notice, will incur a charge of **£5 per family for every 5 minutes** you are late collecting your child(ren), capped at a maximum of £30 (30 minutes late) unless we feel there are extenuating circumstances.

### Bookings for Regular Sessions made during the year

- The school will accept bookings for Wraparound during the year so long as there are spaces available. These bookings will be charged at the standard rate.
- A payment schedule for regular sessions will depend on the date on which the bookings were made. The School Office will confirm the precise repayment schedule but this will be broadly in line with the above schedule of instalments.

### Ad-Hoc (last-minute) Booking Requests

- Subject to availability, the School will offer last-minute Ad-Hoc bookings.
- To make an Ad-hoc booking, please email [office@highashschool.co.uk](mailto:office@highashschool.co.uk) to check availability. The charge for the session will then be added to your ParentPay account.
- **Payment for Ad-Hoc bookings must be made within 24 hours of the session taking place, otherwise a £5 late payment fee will be charged.**

### Payment Methods

- Payment should be made either via your ParentPay account, or via Childcare vouchers. We do not accept Cash or Cheques for payment.
- For reference, we are currently registered with the below Childcare Vouchers providers:
  - **Government Childcare Vouchers**
  - **Busy Bees:** no account reference, please use the school postcode MK17 9AS



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- **Care-4:** AC No. 26061907
  - **Computershare:** ID No. 0022922647
  - **Edenred:** AC No. P21018605. Please ensure you put the payment reference “3025 GL943010” against all Edenred payments
  - **Enjoy Benefits:** no account reference, please use the school postcode MK17 9AS
  - **Fidelti:** AC No. HIG124C
  - **RG Childcare:** ID No. 74643031056
  - **KiddiVouchers:** no account reference, please use the school postcode MK17 9AS
  - **Sodexo:** AC No. 876460
  - **Co-operative Flexible Benefits:** AC No. 85122418
- If you are paying using childcare vouchers or the Government Tax Free Scheme, **please always email the office attaching your payment receipt when each payment has been made.**
  - If you use a different provider for Childcare Vouchers (not listed above), please inform the office so that we can set up an account with them.

- **Please may we highlight that many childcare voucher providers DO NOT have the option to process a refund, stating that "Childcare Voucher payments are not reversible".** This means that if you use childcare vouchers to make any overpayment for Wraparound provisions, you run the risk of this money not being refunded to you in the instance of sessions not being used for any reason. **We strongly advise and request that you do not make overpayments via childcare vouchers for Wraparound care.** Our preference would be for you to wait until the Office team email you your invoice for the term with the deadline dates when payments are due, then make payment via your voucher provider accordingly.
- If you have any questions or queries regarding this, our advice is that you contact your own HR / payroll department in the first instance for their guidance on your specific scheme. Some childcare voucher providers have said that a refund is possible if explicit instruction is given that it is the employee's responsibility to declare this to their employer and ensure that they pay the due tax and national insurance on the payment. However, as a school we are understandably keen to avoid getting into this situation, as we wish to remain clear and transparent on tax implications. This is therefore why our preference is that no parents overpay for Wraparound via childcare vouchers.

### Behaviour Policy

- Children attending WRAP are expected to adhere to the School's Behaviour Policy. If a child does not follow the Behaviour Policy / PROUD principles then, after 3 warnings, they will have to have time out from WRAP, taken in 5 minute blocks.
- In the unlikely event that the conduct of a child is unacceptable, and it appears to the school that the continued presence of the child is incompatible with the interests of WRAP, then parents/carers may be required to remove the child temporarily or permanently. The child will also forfeit their place at wrap if the parent is persistently rude to staff or is persistently late in collecting their child at the end of the session time. **There will be no refund of fees in these circumstances.**