



Before and After School Wraparound Provision

Terms & Conditions for September 2025-July 2026 (updated July 2025)

- High Ash operates an in-house Wraparound service, running at the start and end of the school day. This service is open to all pupils at our school.
- To ensure a pleasant and safe environment and good access to resources for all children attending, spaces are limited to 40 children per day for the Breakfast and up to 50 children per day for After School Wraparound Care.
- Breakfast Club operates every day the school is open. After School Wraparound closes at 5pm on the last day of the Autumn and Spring term, and does not run at all on the last day of the summer term.
- Bookings are made in advance and we do not operate a drop-in service.
- In booking a space for Wraparound, you are agreeing to adhere to these terms & conditions, committing to the sessions booked and agreeing to fulfill the financial commitment for the sessions booked.
- 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.
- The school car park must not be used by parents when dropping off children for morning Wraparound. Parents can use the car park after 4.30pm when picking up from the afternoon wraparound care.

Session Costs

- Costs per child are:

	Session Time	Booking Rate
Breakfast Club – including breakfast	7.45-8.50am	£6
Breakfast Club – without breakfast	8.15-8.50am	£5
PM Wraparound	3.20-5.00pm	£11
PM Wraparound	3.20-6.00pm	£14

- The school does not offer discounts for siblings/multiple children.
- If your child attends an Extra-curricular club after school and joins Wraparound after the club has ended (either by 4.15pm or 4.30pm), parents/carers still need to pay for the Wraparound session 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 be refunded for the session.

Making a Booking

- Bookings for the next academic year open in the second half of the summer term for those parents/carers who make a regular booking across the full school year.
- The booking platform will be opened for the whole school in September at the start of a new academic year and will remain open for the full academic year for ad hoc bookings. All bookings must be made a day in advance.
- Whether making a regular booking or an ad hoc booking, parents/carers must select the time-slot they wish to book, for each day they wish to book, and for each child they wish to book for. It is a parent's responsibility to check they have ticked all the slots they require for each child.
- By making a booking, whether a regular booking or an occasional booking and through any booking channel, the parent/carer is making a commitment to pay for that booking.

- If a parent/carer intends to use tax-free childcare vouchers or the government tax-free childcare scheme, proof of payment should be sent to office@highashschool.co.uk and a credit will be added to the child's/children's account. This should be done in advance of the sessions booked.
- If a parent/carer books Wraparound sessions for the full year, MCAS offers the facility to pay off as a decreasing balance. Parents/carers have the flexibility to pay-off varying amounts but we ask parents/carers to pay in advance for the sessions booked.
- Parents/carers should pay no later than the 7th of the month for all bookings made for that month. If payment for the current month has not been paid by the 7th a £5 late payment fee will be charged per family, with a further £5 added for every 5 school days the fee remains unpaid.
- If a parent needs to cancel or amend their booking, this must be done via the MyChildAtSchool account 14 days in advance of the booking. Bookings after this time will not be refunded (unless the school has cancelled wraparound).

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

- If parents/carers are running late, whether for a 5pm or 6pm collection, they should contact the Wraparound care team on **01525 261620 – option 5**
- Late collection, whether at 5pm or 6pm, will incur a charge of £5 per family for every 5 minutes the parent/carer is late collecting their child(ren), unless we feel there are extenuating circumstances (exceptional and unforeseen).
- If a parent/carer is late collecting their child(en) on 3 or more occasions in the preceding 12-week period (term time only), the school reserves the right to cancel all future PM wrap bookings.

Ad-Hoc (last-minute) Booking Requests

- Last minute bookings on the same day of the session will depend on availability. Parents/carers should email the school office (office@highashschool.co.uk). If we are able to accommodate your request, this will be confirmed via reply email and you will be asked to pay via MyChildAtSchool.
- Children should not be dropped off at morning wraparound if a space has not been confirmed by the School Office or booked and paid for via MyChildAtSchool.
- 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, with a further £5 added for every 5 school days the fee remains unpaid.
- 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 and will be asked to pay via MyChildAt School.

Late payment and cancellation of bookings

- It is the responsibility of the Parent/Carer to ensure that they make payments on or before the deadline date above.
- If a parent/carer is late paying for either ongoing booking or ad hoc fee then a £5 late payment fee will be charged per family, with a further £5 added for every further 5 school days the fee remains unpaid.
- Parents will not be allowed to build up a debt. Whilst the school will be flexible if, on occasion, a parent is delayed sending through proof of a childcare voucher or has made a last-minute booking, a debt will not be allowed to mount up.

- If payment or confirmation of voucher payment has not been received within 5 school days of the due date, then no new bookings will be allowed until the debt is cleared. Existing bookings will still be honored.
- If payment or proof of voucher payment has not been received within 1 calendar month of the due date, then the school reserves the right to cancel all future bookings and the child/children will be unable to attend Wraparound again (neither breakfast nor after school) until the required payment has been made.

Payment Methods

- Payment should be made either via your MyChildAtSchool account, or via Childcare vouchers. We do not accept payment by cash or cheque.
- For reference, we are currently registered with the below Childcare Vouchers providers:
 - **Government Childcare Vouchers**
 - **Busy Bees:** no account reference, please use school postcode MK17 9AS
 - **Care-4:** AC No. 26061907
 - **Computershare:** ID No. 0022922647
 - **Edenred:** AC No. P21018605. Please ensure you put payment reference "3025 GL943010" against all Edenred payments
 - **Enjoy Benefits:** no account reference, please use school postcode MK17 9AS
 - **Fidelti:** AC No. HIG124C
 - **RG Childcare:** ID No. 74643031056
 - **KiddiVouchers:** no account reference, please use 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 by the deadline date above.
- 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.

- Parents/Carers should note 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. The school should not refund the parent directly due to the tax implications.
- We strongly advise and request that parents do not make overpayments via childcare vouchers for Wraparound Care. Instead, please pay only the amount required, spreading the full cost of your bookings over the 11 monthly installments, ensuring payment is made by the monthly deadline.
- 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.

Behaviour Policy

- Children attending WRAP are expected to adhere to the School's Behaviour Policy. If a child does not follow the Behaviour Policy, 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.