



# Leaffield C.E. Primary School

## Wraparound Terms & Conditions



Honesty  
Hope  
Courage  
Respectability  
Love  
Respect

*'I pray that you will be rooted and established in love.' Ephesians 3 verse 17.*

 **ODST**  
Oxford Diocesan  
Schools Trust

### **Session Times**

Our wraparound provides a safe and secure provision for parents who require childcare outside of normal school hours. Each club is term time only.

Breakfast Club – Monday to Friday 8am to 8:45am

After School Club – Monday to Thursday 3:15pm to 5:30pm (4:30pm for Murphy Class)

### **Staff**

All staff are employed by school and therefore are fully referenced, DBS checked and trained with Food & Hygiene certificates. The club has the full administrative backup of the School Office and Headteacher.

### **Admissions**

Places are limited to ensure the safety and enjoyment of the children and to have the correct ratio of staff. Please contact the school office to secure a place. Once confirmed you will have access to book your required sessions via Scopay. Sessions must be booked at least 7 days in advance.

### **Session Charges**

Fees are payable upon booking on Scopay. Sessions can also be cancelled on Scopay at least 7 days in advance, please contact the school office for any last minute cancellations. No refunds will be given if your child is absent from school.

Breakfast Club - £4 per session

After School Club - £9 per session (£4.50 for Murphy Class children)

Late Collection Charge - £2.50 per 15 minutes

### **Session Security**

Pupils should arrive at 8am prompt when they will be met at the main door by our Breakfast Club staff who will take a daily register. A grace period of 10 minutes is given, after which the main gate is locked for safeguarding purposes. Pupils are then taken to class at 8:45am. Pupils will not be let in any earlier than 8am and should not be left outside the school unsupervised.

Pupils arrive at After School Club from 3.15pm where a daily register is taken. Parents/Carers should collect children by 5.30pm (Murphy Class pupils finish at 4.30pm). Please ensure that school has been informed if new adults are collecting your children. Collection is from the front door only where there is a doorbell to alert staff of your arrival.

Emergency contact number for use after 3:30pm is 07541 912797. This number is for text messages only.

### **Refreshments**

Refreshments are included in the session price. Breakfast Club can choose from a variety of cereal, toast and fresh fruit with a glass of orange or apple juice.

After School Club snack options will change day by day in order to keep the sessions varied

for the children. Snacks include fresh fruit, wraps, hummus, rice cakes, crudités and as part of the activities the children will do a 'cooking' session where they can make and eat their own snack.

### **Activities**

After School Club should be a fun and interactive environment, in which the children can play and build relationships with their peers. With this in mind, the After School Club leaders have developed and planned many activities to keep the children entertained during their sessions. These include team games such as giant board games, outdoor circuits, cooking, seasonal crafts and movie nights. These activities are spread out across the week and change weekly so that all children will get a chance to have a go at all activities regardless of what day they attend.

We will also have visitors from our wider community come in and do a session such as Lisa Bedlow's yoga session. If you have a particular skillset that you think the children might enjoy, please contact the school office.

Breakfast is a calmer environment in order to prepare the children for their school day. There are some table activities such as drawing/colouring and Duplo.

### **Childcare Choices**

We are proud to accept the Government Tax Free Childcare scheme for payments of our wraparound provision. We urge all parents to go to the below website to check their eligibility for this scheme, and ask that you notify us of your unique reference so that we can match payments to each child when they come in.

<https://www.childcarechoices.gov.uk/tax-free-childcare>

### **Right to Update Terms & conditions**

Our terms and conditions, including fee structure, will be reviewed annually. We will give notice of any planned changes.

We are open to any suggestions that parents may have to improve this provision and feedback can be sent to:

[Office.3124@leafield.oxon.sch.uk](mailto:Office.3124@leafield.oxon.sch.uk)