



Hindlip CE First School

Exec. Headteacher: Mr A. Gromski BA Hons PGCE NPQH

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Dear Parents/Carers,

Re: Hindlip After School Wraparound Care

Chatterbox have been doing an excellent job providing after-school care for our pupils. However, since returning from COVID they have been struggling to maintain the numbers needed to make this financially viable. There is a chance that this service will no longer be available from September. This decision might be made in the Summer Break.

We know how much our families rely on this service, so given this uncertainty we are ready to run our own after school wraparound care from September. This will be available, if needed, as per the details below.

Please complete the booking form provided with this letter & return this to office@hindlipfirst.worcs.sch.uk by September 1st so we are ready for your child from 5th September 2023.

TERMS AND CONDITIONS FOR HINDLIP AFTER SCHOOL WRAP-AROUND CARE

After School Care will be run by Mrs Rogers and another member of the school team whilst we recruit another permanent member of staff to the wraparound team.

We will **only** provide childcare for children who attend Hindlip First School. We would be based in the Garden Room, to the rear of the school, when the weather allows. At other times we would make use of the school hall or a classroom.

The children will have the opportunity to socialise and build relationships with children outside of their peer groups. Each day there will be a range of activities, which the children would help the staff plan. This will include outside play/sports, toys, cookery, card games, crafts and coding on ICT equipment etc. The children will be able to enjoy outside physical activities in the lower play area and garden.

Your child will need to bring a healthy snack to eat (fruit, vegetables, brioche, cereal bar etc.) at their session (no sweets, chocolate or food containing nuts due to allergies please).

Opening Times and Costs - Monday - Friday, term time only (we will not open on teacher training days or bank holidays) from **3.15pm - 5.30pm**:

- £5 if child is collected between 3.15pm and 4.15pm
- £10 if child is collected between 4.15pm and 5.15pm
- £11.50 if a child is collected between 5.15pm and 5.30pm
- Payments will be made using our school online payment service (Payment4schools).
- We can accept Tax-Free Child-Care Scheme payments.
- You will be invoiced in advance for each half term. Invoices will need to be paid within 2 weeks or a late payment charge of £5 will be incurred and your child's place can be withdrawn.

Wraparound care will include the following clubs from 3:15-4:15:

Monday - Cookery Club
Tuesday - Science Club
Wednesday - Cookery Club
Thursday - Board Games Club
Friday - Electronics Club

Collection - You would collect your child(ren) from the main school entrance. We will purchase a digital doorbell for you to ring when you arrive.

Could I use the club on a one-off basis? 'On-the-day' emergency bookings should be available - you would need to call to enquire whether we have spaces. We will always endeavour to accommodate.

What would happen if my child was ill? In line with school policy, we would be unable to accept children if they were ill. If your child was ill during the school day or during the club, you would be contacted in the usual way. The 48-hour rule, following sickness and/or diarrhoea, would also apply. ***Please note that refunds will not be given in the event of illness.***

What would happen if I was late? We understand that on rare occasions things go wrong and parents may be unavoidably late collecting their child. If this happened, you would be expected to let us know by leaving a message on the school answerphone. To deter late collection there would be additional charges incurred.

Please note that late collection fees are: £2 per child per 5 minutes (or part of) for the first half hour. Every subsequent five minutes thereafter will be charged at £5 per child. Late charges have been set deliberately high to cover staffing costs and deter lateness as it is unfair on staff running the club to be significantly delayed.

My child has additional needs. Would they be able to attend the club? All children would be welcome to attend. Please note, that should your children require additional support or assistance beyond that provided by the staff, additional charges may occur to cover the cost of additional staff.

How will behaviour be managed? The school rules and expectations for behaviour extend to after school club. Time-out will be used as an immediate sanction for poor behaviour. Repeated or unacceptable behaviour will not be tolerated, and school reserves the right to refuse a place to children who do not adhere to the rules and expectations. If a place at the club is withdrawn due to poor behaviour, a refund equal to the cost of days unused will be made.

How much notice do I need to give of change or cancellation? If you wish to increase the amount of time your child attends the club this will be dependent on the space available. If you want to reduce or cancel the hours for your child, you will be required to give half a term's notice in writing. Your child's place at the club runs continuously, term on term, year on year, until you give notice of cancellation. Payment must be made half termly in advance.

What would happen if my child wanted to attend an after-school enrichment club? Children would still be welcome to attend these opportunities; however, *you would still need to pay for their space at after-school wraparound care.*

Please ensure you have read and understood the above terms and conditions.

Please complete and return the enclosed booking form ASAP to secure a potential place for September.

Kind regards

Mr. Gromski and Mr. Uren