



**Blakedown CE Primary School**

Birmingham Road  
Blakedown  
KIDDERMINSTER  
Worcestershire  
DY10 3JN

Email:

office@blakedownprimary.worcs.sch.uk

Phone: 01562700243

Website:

<http://www.blakedowncofeprimary.co.uk>

## Wrap Around Care Terms & Conditions

# Blakedown CE Primary School Wrap Around Care Provision

## Terms and Conditions

1. This Agreement summarises the terms and conditions on which:

**1.1 The Governing Body of Blakedown CE Primary School (the School)** of Blakedown, Birmingham Road, Kidderminster, Worcestershire, DY10 3JN, offers to provide a place the School's Wrap Around Care Provision (**the Provision**); and the parent/carer agrees to accept a place for their child at the provision.

### 1.2 The Parent/Carer:

Enter Parent/Carer Name:

### The Child:

Enter Child's Name and Date of Birth

### 2. Obligations of the School:

In line with this arrangement, the School will have the following obligations:

#### 2.1 Childcare Service:

(a) To organise and provide a safe, reliable and high-quality childcare support, before and after school, which can be purchased by the parents of children on the School's pupil roll at which they can place those children;

(b) To protect and promote the well being of the children attending the Provision and the staff working there by complying with the School policies and procedures that are deemed appropriate, including policies and procedures on:

(i) Making complaints;

- (ii) Equality;
- (iii) Health & Safety;
- (iv) Safeguarding & Child Protection;
- (v) Special Educational Needs;
- (vi) Staff Recruitment;
- (vii) Administering Medicines;
- (viii) Behaviour.

## **2.2 Opening Times:**

(a) To arrange for the Provision to be open and available between the following hours on Mondays to Fridays, excluding bank holidays, school holidays and any other dates on which the School is closed:

(i) Morning Session: 7.30 a.m. until the start of school

(ii) Afternoon Session: End of school until 5.30p.m.

## **2.3 Late Collections:**

(a) If a child is not collected from the Provision on time, the staff will call the main contact telephone number provided by the Parent/Carer and, if staff are unable to contact the Parent/Carer, repeat that call at approximately five (5) minute intervals until fifteen (15) minutes after the collection time.

(b) If no contact has been made with the Parent/Carer, the staff will then call the other contact telephone numbers provided by the Parent/Carer or retained by the School and, if staff are unable to contact the Parent/Carer repeat those calls at approximately five (5) minute intervals for at least fifteen (15) minutes.

(c) If staff still have not been able to make contact with the Parent/Carer or arrange for the Child to be collected within thirty (30) minutes of the collection time, they will contact Worcestershire Children First Children's Services or the Police, as necessary.

(d) The Provision is entitled to charge the Parent/Carer a Late Collection Fee for any child that is not collected at the end of their session (see clause 3.3 (iv) below).

## **3. Obligations of the Parent/Carer:**

In line with this arrangement, the Parent/Carer shall have the following obligations:

### **3.1 Requesting or Amending a Request for a Place:**

(a) To request a place for the Child at the Provision by completing and submitting a Booking Form, available via Parentmail Forms; via contact with the Provision's email address or the School office, in advance of the dates on which the Parent/Carer wants their Child to attend the Provision; (subject to availability)

(b) To give notification of cancelling sessions (entirely or part thereof) with **one (1) month's clear notice**. Notice given under one month will mean sessions are charged at the full rate for the following month.

(c) Shift pattern workers will request in writing for their child's place to be booked on a changing schedule pattern. If agreed by school, these sessions will be invoiced retrospectively.

(d) To follow the procedure summarised in clause 3.1(a) above when requesting an extra/ emergency Session for the Child, which will be charged in addition to the Fee already payable and will only be allocated subject to availability, and payable in the following months invoice.

(e) To notify the Provision or the School office, if the Child will not be attending the Provision -

**Absences will be charged at the full rate.**

### **3.2 Arrivals & Collections:**

(a) To ensure the Child:

(i) Arrives at the Provision on or after the start times given above; and

(ii) In relation to the Afternoon Session, is collected from the Provision before or by 5.30p.m, by an appropriate person; Late collections will cause the Parent/Carer to incur an additional Fee (see clause (iv) below).

### **3.3 Fees:**

(a) To pay the School the following Fees for the Child's place at the Provision:

(i) Morning Session: **£6.00** per child and per session; this includes breakfast and a drink;

(ii) Afternoon Session: **£9.00** per child and per session; this includes a light meal and drink;

(iv) Sibling Discount: The eldest sibling will paid the full fee per session. Siblings will receive a £1.00 per session discount. Morning session cost: **£5.00** per sibling and afternoon session **£8.00** per sibling.

(v) Late Collection Fee: **£10.00** for every fifteen (15) minutes after 5.30pm or part thereof, that the



Child is not collected from the Provision.

**3.4 Payments:**

(a) To pay the Fees:

(i) For all of the Sessions allocated to the Child, in advance, by the last working day of every month, unless otherwise agreed, in writing, with the School’s Headteacher.

(ii) To make payemt in full via Cheque, BACS or Worcestershire County Council's Phoneline quoting that month's invoice number or:

(iii) Using Childcare Vouchers, Government Tax Free Childcare or universal credit.

(iiii) To pay any shortfall from salary sacrifice schemes via Cheque, BACS or Worcestershire County Council's Phoneline quoting that month's invoice number.

(b) To reimburse the School any costs incurred, as a result of the Parent/Carer’s payment being rejected by a bank or other body, after being submitted by the School.

(c) The Parent/Carer agrees and accepts that these Terms and Conditions will not be voided by riots, pandemic, social “lockdown” or strike action. In these circumstances, the School reserves the right to charge the Parent/Carer a retainer, in the form of a reduced amount of 50% of their normal weekly / monthly fee for the duration of the closure. If Parents/Carers do not pay the retainer fee, please bear in mind that your child’s space may not be available on your return.

(d) Emergency school closure will be classed as an absence and will be charged at the full rate.

**3.5 Respect Staff:**

(a) To treat all staff and children at the Provision with respect and ensure that any person in the Parent/Carer’s care, or acting on their behalf, does the same.

(b) To follow reasonable instruction of the staff at the Provision and the School, when on the School’s premises or when the Child is in the care of the Provision.

**3.6 Medical Conditions:**

(a) To provide the Provision with full up to date details of the Child’s medical conditions to enable staff to determine what procedures are necessary to meet their needs and keep them, and others, safe whilst they are at the Provision.

**4.Termination of the Agreement:**

4.1 The School or the Parent/Carer shall be entitled to give the other, one (1) clear month’s notice when they wish to end the Child’s place at the Provision.

4.2 The School reserves the right to withdraw a place at the Provision from the Child, on reasonable grounds, for example, if the Parent/Carer or the Child behaves inappropriately, if the Parent/Carer fails to pay the Fee on time on three (3) separate occasions or if there are no places available at the Provision.

4.3 The School shall be entitled to terminate this Agreement and the Child’s place at the Provision, with immediate effect, if the Parent/Carer breaches any of the terms and conditions of this Agreement.

4.4 Terminating the Child’s placement and this Agreement does not prevent the School or the Parent/Carer from continuing a complaint or claim using any other rights or remedies to which they may be entitled, including the right to pursue the other for outstanding debts.

***Please note: All Parents/Carers who place their children at the school’s wrap around care provision are required to comply with these terms and conditions, irrespective of whether they have signed a copy of the agreement***

**5. Declaration:**

I, the Parent/Carer of the above named child, agree with the terms and conditions outlined above.

Agree (please tick box)

**Name:**

**Date:**