



Shipston-on-Stour Primary School

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Breakfast Club and SPLASH Terms and Conditions Agreement

Overview

Our wraparound care (before school **Breakfast Club** and after school **SPLASH**) are open term time only. They are open for all children from Reception through to Year 6. Both of these are run on site in the school hall. Parents to drop off and collect from the hall doors.

Breakfast Club

This runs every morning before the school day and is open from 8:00am until the school bell rings at 8:45am. Children attending breakfast club will also receive a morning meal.

SPLASH (Shipston Primary Learning After School Hours)

This runs every afternoon at the end of the school day and is open from when the bell rings at 3:15pm until 6pm. Children attending SPLASH will receive an evening meal at 4.30pm.

Booking

All booking of sessions should be made through emailing the dedicated email address: wraparound5206@welearn365.com This email is monitored by both the wraparound team and the school office and therefore is the best place to direct bookings. Bookings should ideally be for the same session each week as this will ensure that the place is available for your child on that day. Any ad hoc bookings should be made with as much notice as possible as we may be unable to offer space at very short notice depending on numbers already attending on that day.

Cost

Breakfast Club

This is a standard cost of £4.50 per child for all students that attend. There are no sibling discounts offered for Breakfast Club.

SPLASH

There are two options when booking for SPLASH offering parents a 5:00pm or 6:00pm collection. There is also a sibling discount available when siblings attend SPLASH on the same day. Please note

that if only one sibling attends SPLASH on a given day then they will be charged the single child price.

The cost to collect at 5:00pm is £7.50 for only child and £6.25 for siblings. The cost to collect at 6:00pm is £12.50 for only child and £10.50 for siblings.

SPLASH late collection

If you are late to collect your child from SPLASH then there will be a late pick up fee. If you are due to collect at 5:00pm then you will be charged the 6pm charge. If you are due to collect at 6:00pm and are late then you will be charged £15 per child each time this occurs.

All fees are subject to regular review, generally on an annual basis at the start of each academic year, although Shipston-on-Stour Primary School reserves the right to review fees at any time during the year.

Payment

All payments will be uploaded onto ParentPay at the beginning of each half term. This allows the school to keep a register and know whether we have available space for other children.

Payments should ideally be uploaded to the Breakfast Club or SPLASH payment item in advance, but must be made within 14 days of the date attended otherwise a late payment fee of 10% will be uploaded onto ParentPay as well.

If you have opted to receive an invoice to claim the childcare vouchers then the payment will still appear on ParentPay and we will manually record the bank payment once it is received by us. Invoices will be issued at the beginning of each half term and therefore any cancellations or ad hoc sessions will appear in lieu on the following half term's invoice.

Ad hoc sessions will be uploaded onto ParentPay when they are requested and space agreed.

Payments for one half term must be received in full before a child can attend the following half term.

Cancellation / Refunds

Cancellations must be made by emailing wraparound5206@welearn365.com as by emailing this we are able to remove the payment from parent pay. If you wish to cancel your whole block booking this must be done by giving 7 days' notice, otherwise all sessions up until the end of the 7 days will be charged. If you wish to cancel a one-off session please provide notice as per the below details, if this is not given you will still be charged for the session:

Please give notice by 3pm on this day	Session you want to cancel
Friday	Monday / Tuesday
Monday	Wednesday / Thursday
Wednesday	Friday

Behaviour:

Subject to Shipston-on-Stour Primary School complying with its duties under the Equality Act 2010, any child whose behaviour at Breakfast Club and/or SPLASH is deemed by staff to be unsafe to themselves or others will not be able to attend any wraparound sessions.

Illness:

If your child is ill and is either not in school or is sent home from school as long as the school absence procedure is followed then the fees will be waived until they return to school.

The days indicated on your attached form are the ones you will be guaranteed space for and charged for if cancellation terms not followed. Any additional bookings will be subject to availability.

I have read and agree to the wraparound terms and conditions

Signed: _____ Print Name: _____

Date: _____

Name of child 1: _____

Name of child 2: _____

Name of child 3: _____

Days I want my child(ren) to attend wraparound care (please tick):

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
Splash to 5pm					
Splash to 6pm					