



South Grove Primary School

Wrap Around Crew: Terms and Conditions

The aim of the South Grove Wrap Around Crew is to provide high quality out-of-school care for children within the school community.

It achieves this by:

- Providing a caring environment for children at the beginning and end of the school day
- Providing a range of stimulating and creative activities in a safe environment
- Promoting healthy eating and wellbeing
- Being accessible to all
- Ensuring the safety of all children
- Providing robust systems that make the club easy to use

Breakfast Club is open Monday to Friday from 7:30am until 8:45am during term time only.
After School Club is open Monday to Friday from 3:15pm until 5:55pm during term time only.

The costs are outlined in the tables below:

Breakfast Club <i>Monday – Friday 7:30am to 8:45am</i>			
Age Group	Full Term (5% Off)	Standard Rate	Ad Hoc / Emergency
Nursery	£ 7.98	£ 8.40	£ 11.00
Reception to Year 6	£ 5.51	£ 5.80	£ 7.80

After School Club <i>Monday – Friday 3:15pm to 5:55pm</i>			
Age Group	Full Term (5% Off)	Standard Rate	Ad Hoc / Emergency
Nursery	£ 21.19	£ 22.30	£ 28.60
Reception to Year 6	£ 13.87	£ 14.60	£ 20.80

1. ADMISSION AND ACCEPTANCE

- **Eligibility:** Wrap Around Crew is open to all children who attend South Grove Primary School.
- **Agreement:** By making a booking via MagicBooking, you are entering into a formal agreement with the school and agree to abide by these Terms and Conditions.
- **Membership:** Once a child is registered on MagicBooking and a booking is made, the child is identified as a member.

2. BOOKINGS AND PAYMENTS

- **MagicBooking:** All bookings and payments must be made via the MagicBooking portal.

- **Minimum Attendance:** Full Term and Standard Rate bookings require a minimum of 2 sessions per week, per child, for each club (Breakfast Club and After School Club) they attend.
- **Financial Assistance:** If you are experiencing difficulty with payment of your fees you will contact the school office as soon as is possible.
- **Arrears:** If an account falls more than £30 in arrears, the child's place will be terminated. In this case the parent will be contacted and informed that they must make arrangements to have their child collected at the end of the school day.
- **Debt Policy:** Outstanding balances will be managed in accordance with the South Grove Debt Policy.
- **Absences:** If your child is in school but will not be attending the club that afternoon, please notify the school office by 2:00 PM. Please note that the session fee still applies.
- **Cancellations & Notice:** Two weeks' notice must be given to cancel a permanent booking or resign a place.
- **Waiting List:** Operated on a first-come, first-served basis when required.

3. CLUB CONDUCT & SAFEGUARDING

- **Behaviour:** Children, parents and staff are expected to demonstrate good behaviour at all times during Wrap Around Club sessions, in-line with the school's Positive Relationships Policy.
- **Conduct:** Any incidents of bullying, racism or sexist behaviour will be investigated, recorded and dealt with in accordance with the relevant whole school policies. The right to attend may be withdrawn for significant or persistent breaches of conduct.
- **Medical Consent:** By booking, you provide consent for club staff to seek emergency medical treatment if you cannot be reached.

4. ACTIVITIES AND CARE

- **Activities:** Children will participate in a vibrant mix of age-appropriate creative arts, social games, and sports, promoting development through play (indoors and outdoors, weather permitting).
- **Food & Drink:** Fresh fruit and drinking water is available to all children at all times. All snacks are prepared on-site by the Wrap Around Crew staff and are compliant with dietary and religious requirements. Please note these are **not** a substitute for a main evening meal.
- **Medical & Allergies:** Parents must inform staff of all allergies or medical needs.
- **Accidents:** All incidents are thoroughly investigated, recorded, and reported to parents/carers at collection.

5. ARRIVAL AND COLLECTION

- **Breakfast Club:** Arrival is between 7:30am and 8:30am. Breakfast is not served after 8:15am. Parents must sign their child in with a staff member.
- **Collection Security:** All children must be collected by an adult (over 16) via the Ringwood Road gate. If a person other than the regular contact is collecting, you must set a collection password on MagicBooking and inform the club in advance. Staff will not release a child to an unknown adult without this password.
- **Late Fees:** A charge of £1.00 per child, per minute applies. If a parent is late 5 times in a month, the fee increases to £3.00 per minute.
- **Uncollected Children:** If a child is not collected by 5:55pm, we will contact parents/carers, then emergency contacts. If no contact is made by 6:25pm, Social Services will be informed.

6. COMPLAINTS

The Wrap Around Crew follows the whole-school Complaints Policy. Please direct any queries to the Play Leader, Extended School Leader, School Business Manager, Deputy or Head Teacher.