

**Terms and conditions for the use of the Wraparound Care at  
Ecton Brook Primary School**

1. Sessions must be booked and paid for at the time of booking, 48 hours in advance using our online booking system Arbor. Verbal bookings cannot be accepted, unless it is directly through the school office. Breakfast club runs from 8am-8:45am at a cost of £3.50 per session. When dropping your child off at breakfast club please sign them in (unless an individual alternative arrangement has been agreed). A selection of a few cereals and juices will be provided with an option of toast or and on non-cereal days there will be a choice of toast, bagels, pancakes, waffles and croissants. Afterschool club will run from 3.15pm-5.45pm at a cost of £9.50 per session, a snack will be provided.
2. Should you wish to alter any booking made this must be done 48 hours in advance through Arbor. This includes school based events which also need to be cancelled using this procedure. The clubs are run independently of the school, so it is your responsibility to manage your bookings when there is a clash of events.
3. If you are late with booking sessions, then you will need to fill in an orange form. You can also cancel any bookings that you have booked, provided it is within the 48 hours of the session. All late bookings will incur a charge of £5.00
4. Sessions booked but not used cannot be carried forward unless written notice is received and the amendment is agreed by the school as we have already staffed those sessions. If your child is absent for a long period once booking has been made, then credit will be considered dependent on circumstances, please contact the office if this is the case.
5. Children must be collected from afterschool club no later than 5.45pm. Please phone the school mobile 07823 778837, to notify the club of the lateness. Any change to nominated adults collecting children must be notified to the Afterschool Supervisor along with an agreed password. If you collect your child after 5.45pm then a late collection fee of £35.00 will be charged. If you have any further queries, please contact the school office. I look forward to your continued support.

Yours faithfully,

Mrs D. Archer and Mr N. Woods

Joint Head Teachers