



BRIGSHAW
LEARNING PARTNERSHIP

Wrap Around Care: Parental Agreement

Swillington Primary School



Monitoring and Review of this Document:

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



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Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



Document Controls

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Contents

Introduction	4
1. Admissions	4
2. Booking	4
3. Fees	5
4. Cancellations & Changes	5
5. Children with Additional Needs	5
6. Behaviour	6
7. Withdrawing an offer of a place	6
8. Collecting Children/ Uncollected Children	6
9. Data Protection	6
10. First Aid/Accidents	7
11. Becoming ill during WAC hours	7
12. Child Protection and Safeguarding Children	7
13. Emergency Closure	7
14. Equal Opportunities	7
15. Complaint Procedure	8
Annex 1: Registration Form and Parental Agreement	9
Child's Details.....	9
Parent/Carer details.....	9
Emergency Contact Details.....	10
Child's Doctor.....	10
About your child.....	10
Permissions and Consent.....	11
Parental Agreement	11
1) General.....	11
2) Expectations.....	12
3) Medical.....	12
4) Financial.....	12
Sessions.....	13



Introduction

Our Wrap Around Care clubs exist to provide high-quality out-of-school hours childcare, run by school staff for families that attend our schools. Each club is designed to ensure that children enjoy a safe, caring environment offering a range of stimulating, active and restful activities for the children during the term time.

This document sets out important information about the Wrap Around Care (WAC) provision and includes a Registration Form and Parental Agreement within the annex towards the end.

1. Admissions

The school office staff will confirm with parents whether spaces are available in the school provision and provide details on the booking procedures. The Registration / Agreement form (annex 1) must be completed before the child takes up their place.

- Places are provided on a strict first-come-first-service basis.
- Where a provision is oversubscribed, a waiting list will be maintained by the school office staff.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- School staff will not be given priority over community children; however, they can take a place if it is available and continue to hold that place regardless of whether a waiting list is formed at a later stage.
- Children's attendance is recorded in a register.

2. Booking

Once the school has confirmed a space is available, in order to secure the place, a Registration Form/Agreement (annex 1) must be completed in full providing contact names, telephone numbers, children's doctor, allergy information, and special requirements. The school office staff must be notified immediately of any change of these details, including changes to contact numbers in case of emergencies. Your child will be unable to attend without a signed Registration/Agreement form.

Parents requiring extra sessions must contact the school office staff in advance to check availability. We are unable to accept children that turn up on the day due to insufficient adult: pupil ratios. Every endeavour will be made to accommodate parent requests.



3. Fees

Charges are as follows:

Breakfast Club - £3

Aftercare - £3.50/£7.00

- Payments must be made in advance and by Arbor or Childcare Vouchers.
- Payment will be expected for a child's contracted session, whether a child attends or not (due to illness or holidays).
- Where your child/ren are attending a school residential, a refund will be credited to your Arbor account. If there is an opportunity where the child/ren can still attend the WAC provision due to timings of the trip, you will still be charged.
- Where a child has not attended the provision for their allocated session/s for a period of 3 consecutive weeks, parents will be contacted to discuss if the place is still required.
- Persistent lateness will not be tolerated. Your child may lose their space if not collected by agreed times.

4. Cancellations & Changes

- If your child will not be attending a session, please inform the school office staff. You will still be charged for sessions that they are registered for.
- If you would like to change the day or number of days your child attends, you must contact the school office staff to see if they can accommodate this. 4 weeks' notice is required before any change takes place. There is no guarantee that changes can be accommodated.
- All payments are non-refundable (unless closure is due to WAC).
- We reserve the right to withdraw a place should payments not be made for sessions.

5. Children with Additional Needs

We recognise that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Club and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be some instances where we cannot. We will work in partnership with parents and liaise with the school to look at the child's individual needs.

We strive to make our wrap-around care services accessible to all individuals. Reasonable adjustments will be made to accommodate the needs of children with disabilities or additional needs, ensuring they can participate fully in our programs. We will work closely with parents and guardians to understand and meet these requirements to the best of our abilities. There may be a delay in the individual starting Wrap Around Care to



enable the provision to make suitable arrangements to support the young person maintaining high quality care for all.

6. Behaviour

We expect all children to have good conduct and standards of behaviour in the club as they do in school. The school's Behaviour Policy applies to the Wrap Around Care provision.

7. Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

- Persistent unacceptable behaviour resulting in distress or disruption to adults or children at the provision.

For the purposes of this agreement, the term 'persistent' constitutes three or more incidents of this nature. The Headteacher in consultation with WAC staff will then make a formal assessment of the matter to determine whether a child's place is withdrawn. Parents will be informed immediately by phone and written outcome sent within 10 days of the assessment taking place.

8. Collecting Children/ Uncollected Children

- Children can be collected at any time before 5.30pm. If children are collected earlier, you are still charged for the whole/part session.
- If you have a problem picking up your child, you must contact the school on **0113 2863220** to advise of the reason for the delay and make alternative arrangements for the collection of the children. If someone else is picking up your child, ensure the school office staff has details of the person and ensure the person is given the correct password for collection.
- If a parent arrives late, a late charge of £5.00 per child will be incurred per quarter of an hour to cover the costs of the staff who are legally required to supervise the child.
- If a parent is persistently late (3 times), your place may be terminated. If children have a mobile phone, it should be turned off and secured in their belongings. Parents must contact the school to pass on information to their child.

The security, health and well-being of our children are our priority.

9. Data Protection

Personal information given to the WAC provision will be processed in accordance with the Trust Privacy Notice and securely stored and disposed of in line with school data retention policies (see school website).



10. First Aid/Accidents

It is important to remember that at times when children are playing “accidents” can happen. For this reason, we have staff that are qualified in administering first aid.

- Any minor accidents will be dealt with and recorded. The parent will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and parents informed immediately.
- Medication can be administered in line with the school’s ‘Administration of Medicine’ policy. Parents will need to complete a ‘Request and Consent form’ which can be picked up from the school office or WAC provision.
- It is the parent’s responsibility to ensure that all medication provided to WAC for administering does not exceed its expiry date and is clearly marked with your child’s name.

11. Becoming ill during WAC hours

If children are ill during a session, the parent will be contacted. If children suffer from an infection, or infectious illness the WAC staff will ask the parents to collect the child immediately, with the understanding that children will only be accepted back when they are fit. Please note that 48hrs is the requested time for sickness/stomach bug. This action is necessary for the protection of other children from infections and illness. The provision needs to be informed if children are not attending due to illness.

12. Child Protection and Safeguarding Children

We take our responsibility for child protection and safeguarding seriously. All staff undertake child protection training and can recognise signs of abuse and concerns. The WAC provision follows the school Child Protection and Safeguarding policies and adheres to policy procedures for referring concerns to Designated Safeguarding Leads.

13. Emergency Closure

If the WAC provision has to close at short notice, due to very exceptional circumstances i.e. no heating, burst water pipes etc, a full refund will be given for the day(s) the club is closed. We are unable to give refunds if the club is open and the parents make the decision not to send their children. In the rare situation of an emergency closure, the WAC staff will contact the parents, therefore please ensure that contact numbers are up to date on the Arbor app.

In adverse weather conditions please check on the school’s website for opening information.

14. Equal Opportunities

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

- The provision is committed to equality of opportunity for all and will provide appropriate support to ensure integration.
- We recognise all children as individuals with different needs.



15. Complaint Procedure

If you have an issue or problem with any aspect of the WAC provision, please raise concerns in the first instance with staff on duty who will do their best to resolve the issue to your satisfaction.

If this course of action does not resolve the issue or you feel it is not an appropriate course of action, then the Trust Complaints Policy will be followed.



Annex 1: Registration Form and Parental Agreement

We collect data and use pupil personal data when the law allows us under the Education Act 1996 and subject to Article 6 &9 of the General Data Protection Regulation to comply in the main with a legal obligation. Where data is not mandatory, we will always seek your consent. Any data sharing will only be in accordance with our policies and processes – further information can be found on our Privacy Notice.

Child's Details

First Name		Surname		Child's Preferred Name	
DOB and Current Age		School Attended		First Language	

Parent/Carer details

Person 1

Title		First Name		Surname	
Telephone		Work number		Mobile	
Address					

Does this child normally live at this address? **YES / NO**

Does this person have parental responsibility? **YES / NO**

Email	
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Does anyone else have parental responsibility for this child? **YES / NO**

(If yes, please provide details):

Person 2

Title		First Name		Surname	
Telephone		Work number		Mobile	
Address (If different)					

Does this child normally live at this address? **YES / NO**

Does this person have parental responsibility? **YES / NO**

Email	
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Does anyone else have parental responsibility for this child? **YES / NO**
 (If yes, please provide details):

Emergency Contact Details

(Please provide details of TWO people if we are unable to get hold of you)

Person 1

Name		Relationship to the child	
Telephone		Mobile	
Address			
Email			

Person 2

Name		Relationship to the child	
Telephone		Mobile	
Address			
Email			

Child's Doctor

Name		Telephone	
Address			

About your child

Please detail any additional/special needs your child has: (continue on separate paper if necessary)
Please detail any dietary requirements/ food allergies: (continue overleaf if necessary)



<i>Is there anything your child doesn't like (food, games etc) or is scared of?</i>
<i>What are your child's favourite activities?</i>

Permissions and Consent

At times we may take photographs within the club. These images may be used for WAC newsletters, to promote the club, on our website, or on the school's social media pages.

Please circle **YES** or **NO** giving consent to where images may be used:

Wrap Around Care Newsletter	YES / NO
Promotion of Wrap Around Care (Prospectus, leaflets)	YES / NO
School's website	YES / NO
School's Twitter account	YES / NO
School's Facebook account	YES / NO
Wrap Around Care Twitter account	YES / NO
Permission for my child to watch PG films	YES / NO
permission for my child to be taken off site in supervised activities	YES / NO
permission for my child to use face paints, temporary tattoos etc	YES / NO

Parental Agreement

Please read the following statements and sign the declaration and return to the WAC Manager or to a member of the WAC team.

1) General

- 1) I agree to my child attending the teatime club provision at Swillington Primary School.
- 2) I agree that during school hours I will email the school office staff with any queries or amendments. I understand that failure to do so will result in being charged for pre-booked places.
- 3) I agree that if my child is absent from school, I will inform the school office staff if they were due at a WAC club (before or after school). I understand that failure to do so will result in being charged for pre-booked places.



- 4) If for any reason I find I am unable to collect my child I will contact the club as soon as possible to make alternative arrangements.

2) Expectations

- 1) I agree that my child will be expected to play safely and within boundaries advised by staff and the school/Behaviour policy. Should my child repeatedly behave in an inappropriate manner I accept that I may be asked to collect my child from the club.
- 2) Should any issues arise I agree to meet and discuss them with the WAC staff and/or Headteacher at a mutually convenient time.

3) Medical

- 1) I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatments, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

4) Financial

- 1) I agree to give at least 4 weeks' notice if cancelling a place at the WAC provision. Exceptional circumstances will be at the discretion of the Beehive Manager or Bursar.
- 2) I will collect my child from the WAC provision by [add time] at the latest. I understand that failure to do so will result in being charged a £10.00 penalty. Exceptional circumstances will be at the discretion of the Headteacher.
- 3) In the circumstances where my child goes to an after-school activity and then attends WAC, I accept that I will be charged for the price of the full session booked, including their time spent in the after-school activity. This is in the event that if an activity is cancelled the child's place will have been reserved.
- 4) I will pay my fees promptly at the time of booking a place and should there be any issues, discuss it promptly with the school office staff.
- 5) If for any reason I should fail to pay my fees at the time of booking (unless paying via Childcare vouchers) , I accept that the following procedure will be applied:
 - a) Two weeks after the initial booking, an informal reminder for payment will be sent.
 - b) Failure to respond to this reminder within two weeks will result in formal procedures commencing.
 - c) Failure to respond after formal procedures will result in my child no longer being able to attend the WAC provision.

Child's Name		Year Group/Class	
Signature		Date	
Parent/Carer's Name			
Email			



Sessions

Please complete the table below indicating the sessions you have booked with the WAC Manager. (Should this not agree to WAC timetables we will contact you).

Breakfast Club: from 7:30am

Monday AM	Tuesday AM	Wednesday AM	Thursday AM	Friday AM

Teatime Club

Session	Monday PM	Tuesday PM	Wednesday PM	Thursday PM	Friday PM
3:15 - 4.15pm					
3:15 - 5:30pm					