



BRIGSHAW
LEARNING PARTNERSHIP

Wrap Around Care: Parental Agreement

Methley 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.

Document Controls

Policy Document:	Wrap Around Care: Parental Agreement
Legislation/Category: Academy Schools	Legally required
Lead Staff Member:	Gail Jackson
Approved by:	Louise Thomas
Date Approved:	May 2026



The Brigshaw Learning Partnership is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 10301662, whose registered office is at The Brigshaw Learning Partnership, Brigshaw High School, Allerton Bywater, Castleford WF10 2HR

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



Revision Date:		May 2026	
Review Frequency:		Annually	
Version	Date	Author	Changes
1.0	Nov 2	Trust Central Services	BLP Format, approval and implementation
2.0	May 2026	Louise Thomas	Annual Review and update of prices

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 Wrap Around Care 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 11

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 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.
- Children's attendance is recorded in a register.

2. Booking

Booking for wrap around can be made through Arbor. The school office staff must be notified of any change of contact details, including changes to contact numbers in case of emergencies. Your child will be unable to attend without a signed Agreement form.

All booking must be made 48hrs in advance.

3. Fees

Charges are as follows:



Breakfast Club - £5.25

After school club till 4:30 pm - £5.25

After school club till 5:45 pm - £10.50

- 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.

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 unless we are given 48 hrs notice.
- 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 5:45 pm. If children are collected earlier, you are still charged for the whole session.
- If you have a problem picking up your child, you must contact the school on 07462115653 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 £10.00 per child will be incurred 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 'Administer medicine 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: 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.

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 Wraparound care at Methley 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 will collect my child from the WAC provision by 5:45 at the latest (4:30pm on a Friday). 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.
- 2) 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.
- 3) 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.
- 4) 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	