



Newlands CofE School Federation



Clandon Wraparound Care Registration Form – 2024-25

Bookings for wraparound care can be made termly in advance or on an ad-hoc basis, depending on availability. Please note that there is a reduced rate for termly advance bookings. Booking requests cannot be accepted until a completed registration form (this form) has been received. This registration form covers the full academic year. Booking requests are updated termly.

Child's Details

Child's Name					
Class		Date of birth	dd	mm	yy
Medical/Allergy/Dietary Requirements					

Emergency Contacts

These contacts must be people who will be available when your child is attending wraparound care.

1 st Contact Name	
Relationship to Child	
Telephone Number	

2 nd Contact Name	
Relationship to Child	
Telephone Number	

Ad-hoc sessions can be booked at short notice for any day of the week, preferably with 48 hours' notice where possible. However, this registration form must be completed **in advance** if you think that you are likely to want to use the ad-hoc service at any time. There is no guarantee of availability for ad-hoc spaces (due to ratios of staff to children).

Important Information

- Invoices for termly bookings are emailed at the beginning of each term and payments should be made within 21 days of receipt of the invoice, payment plans are available upon request. Ad-hoc bookings are invoiced in arrears at the end of each half-term.
- Individual payment reminders will incur a £10 administration fee.
- We cannot refund for missed/cancelled sessions.
- Children must arrive by 8:15 to receive breakfast.

Please see our full terms and conditions below for more information.

By registering your child for Wraparound Care you are accepting our full terms and conditions as shown below.

Name	
Signature	
Email address for billing	
Date	

Wraparound Care Terms and Conditions

Bookings

Parents who would like their child to attend Wraparound Care must complete a registration form. Spaces are allocated on a first come first served basis.

Attendance

Children must arrive to Breakfast Club by 8:15 am to receive breakfast. No refunds will be given for non-attendance.

Termination, Cancellation or Change

All club places are allocated termly.

A request to increase sessions will be considered immediately, subject to availability.

We reserve the right to terminate a place with immediate effect if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

If a parent, for any reason, does not wish their child to start Wraparound Care from the beginning of term, we reserve the right to charge from the beginning of term.

Fees and Invoices

Termly booked Wraparound Care fees are payable at the beginning of the term to which they apply.

Ad-hoc Wraparound Care fees are invoiced in arrears at the end of each half term.

Fees can be paid by debit card (through the 'Family' app), bank transfer, or workplace vouchers within 21 days of the invoice.

Payment Details:	Account Name	Shere COE A Infant School
	Account Number	61711954
	Sort Code	40-22-26

Workplace vouchers are required to be set up to ensure we are in receipt of the funds in line with the payment date. If you intend to pay by this method please contact the school for our setting ID number (this will be different for each voucher provider).

If an invoice has not been received it is the responsibility of the parent to notify the school.

Any queries concerning invoices must be raised within 7 days of receipt of the invoice.

Any late payments after 21 days will incur an administration charge of £10. For re-presented payments, a minimum charge of £20 per occasion will be applied. Children may be excluded from Wraparound Care if fees remain unpaid for more than 21 days.

Fees will not be refunded or waived for absence, cancellation or any other reason. This rule is necessary so that the school can properly budget for its own expenditure and to ensure the cost of individual deficit does not fall on other parents. No compensation will be paid or refund given if the school has to be closed due to any reason beyond the control of the school, such as power or water failure, weather conditions or staff illness.

Extra days and sessions outside that of your core booking are often available and can be obtained on an ad-hoc basis. These are booked directly with the School Office in advance. These sessions are subject to the availability of spaces and staffing requirements.

Welfare

We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must, however be balanced with the lawful needs and rules of our school and the rights and freedoms of others.

Safety and Wellbeing

If your child becomes ill during Wraparound Care the staff will contact the parent/carer or the emergency contact indicated on the registration form. Parents must inform the school immediately of any changes to these contact details.

Children should not attend Wraparound Care if they are unwell and should not return until they are fully recovered. The school reserves the right to refuse entry if a child appears unwell.

We reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital.

We reserve the right to administer basic first aid and treatment when necessary.

Parents must, as soon as possible, disclose to the school any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

Safeguarding

It is understood that the school is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.

Any information given by the parent regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected.

Newlands Federation will not tolerate, under any circumstances, behaviour towards members of staff that is deemed to be threatening, abusive or violent. Any such behaviour may result in the termination of the Wraparound Care place or a refusal to admit that person to the premises in the future.

Personal Property and Belongings

The School does not accept liability for any personal items lost or damaged during the course of normal business on the premises. It is the parent's responsibility to name and clearly label all items of clothing.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the school being closed or the non-admittance of your child to school for any reason, this applies to absence due to sickness, holidays and Bank Holidays.

We accept no liability for children whilst in their parent's care on school premises.

We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting in a claim made by a third party or for any special, indirect or consequential loss or damage of any kind.