



Stadhampton Primary School

Wraparound Terms & Conditions 2025/2026



These Terms and Conditions should be read in association with the Wraparound Care Guidelines September 2025.

Timings and Prices

- Early Birds and Night Owls run at Stadhampton Primary School TERM TIME ONLY.
- Early Bird fees are £7.00 per session if booked in advance of the start of the term and £9.00 ad hoc. Night Owl sessions are £14.00 if booked in advance and £16.00 if ad hoc. Bookings will open in the last week of the previous term and parents will be notified via ParentMail. An ad hoc session is any booking made after the booking window has closed.
- If your child is in receipt of Free School Meals, you will be offered a reduced rate of £2.00 per session.
- The session fees will be reviewed on an annual basis.
- Early birds opens at 7.45am. Children will not be received before this time.
- Breakfast will be served between 8.15 and 8.30am at Early Birds. If a child arrives for Early Birds after 8.30am, we will be unable to offer them breakfast. Please ensure that any children arriving later have had breakfast before they arrive.
- Night Owls closes at 6pm. Late collection of your child/ren after the closure of the club will incur a penalty fee of £10 per session. Please refer to the Wraparound Care Guidelines September 2025 for our Uncollected Child Policy. Collection arrangements broken on more than TWO occasions may result in your child/rens place being withdrawn.
- Requests for ad hoc sessions should be made more than 24 hours in advance of the required day (or before the end of school on a Friday if needed for the following Monday). Should you require a session at shorter notice, please ring the school and we will accommodate your need whenever we can. To ensure safe staffing ratios, we are only able to offer a place if there is a space available and adequate staffing.
- Night Owls will run between 1pm and 4pm at the end of every long term (Christmas, Easter, Summer) where there is an early school finish, if numbers permit. Prior notice will be given when booking for the term opens.

Payments

- Payment can be made via ParentMail, childcare vouchers or tax-free childcare. If using childcare vouchers or tax-free childcare, please contact the office in advance of booking so that the administrator can make arrangements.

- Childcare voucher and tax-free childcare bookings cannot be pre-booked via ParentMail, please email the office during the pre-booking window with your session requests and a manual invoice will be provided to you for settlement.
- We ask that payment is made promptly within 14 days of invoice. If an outstanding balance in excess of £30 remains for more than 14 days, the wraparound care team will review whether any further sessions can be offered before the balance is cleared.
- If you experience any difficulties in settling your account, please do contact the school office as soon as possible.

Cancelled, Non-Attended or Altered Sessions

- No refunds will be issued for non-attendance if you or your child change their mind.
- If your child is unable to attend a session due to sickness, bookings will be refunded after the first five days of missed sessions in any one bout of illness.
- If the club is forced to close due to circumstances beyond our control i.e. snow, water supply or electricity issues etc., missed sessions will be repaid.
- Requests to alter bookings once they have been made will be considered on a case by case basis. An administration fee of £10 may be applied to cover the costs of register alteration and invoice regeneration.

Collection Procedure

- Children attending Night Owls must be collected and cannot walk home, the wraparound care team will sign them out once handed over to their parent/carer.
- If you are unable to collect your child, you can nominate another adult to do so, however you must have notified the club leader beforehand. The adult collecting must provide the collection password for your child.
- Parents must notify us via email if their child is attending any additional afterschool activity club, e.g. football, and will need transferring to Night Owls so arrangements can be made for hand over.

Wraparound Care Administration

- Parents/carers must note that we adhere to the necessary policies as outlined by Stadhampton Primary School e.g. behaviour, safeguarding, health & safety etc.
- Parents/carers must inform the school office of any change in contact details, medical conditions or circumstances.
- Terms and conditions will be reviewed on a regular basis and are subject to change.

Signed: Date:
 (By signing you agree to our terms and conditions).

• OFFICE USE ONLY - RECEIVED BY:
• SIGNED: DATE: