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# After School Wraparound Terms and Conditions

*Last updated: 5<sup>th</sup> June 2026*

## 1. Introduction

These terms and conditions apply to all children attending the after school wraparound care service operated by Herringthorpe Infant School. By registering a child with the service, parents/carers agree to comply with these terms and conditions.

The service provides supervised after school childcare for pupils attending Herringthorpe Infant School and Herringthorpe Junior School.

## 2. a) Registration (Herringthorpe Infant children)

- All children must have completed a Pupil Data Form when starting at Herringthorpe Infant School, which includes
  - Emergency contact details
  - Medical information
  - Dietary requirements
  - Photograph/Social Media consent

The after school wraparound service will use the pupil data form for after school wraparound service purposes.

Parents/carers must notify the service immediately of any changes to contact details, medical conditions, or collection arrangements.

## 2. b) Registration (Herringthorpe Junior children)

- All children from Herringthorpe Junior School must complete a wraparound pupil data form, which includes
  - Full Name and Address
  - Emergency contact details



- Medical information
- Dietary requirements
- Photograph/Social Media consent

It is parents/carers responsibility to notify the service immediately of any changes to contact details, medical conditions, or collection arrangements. Please note, Herringthorpe Infant School and Herringthorpe Junior school are 2 separate schools and neither school has access to the other school's management information systems.

### 3. Booking and Attendance

- Sessions must be booked in 5 school days in advance via Parentpay.
- Places are subject to availability.
- Regular bookings may be prioritised over ad hoc bookings.
- Children may only attend booked sessions unless agreed in advance by the Wraparound Administration Assistant or School Business Manager (in the absence of the Wraparound Administration Officer).
- Parents/carers are responsible for ensuring children are collected on time (fees apply for late collections see section 4).
- Please note if your child becomes ill during their time in After School Wraparound care you will be asked to collect them as soon as possible.
- As we operate on term time only, you will not receive any refund if you take your child out for holidays during the term. If you do, you will still be required to pay the fees to keep your child's After School Wraparound care place secure.
- If you are taking your child out of provision for a family holiday, please ensure you complete a Leave of Absence form relevant to your child's school which can be obtained from our Main Reception. Please note as per DfE guidance no holidays are authorised.

### 4. Charges and Payment

Fees are charged according to the current pricing schedule (see Fees and Charges table below).

- Payment must be made by one of the following options:
  - Childcare Vouchers/Tax-Free Childcare methods are accepted but do need to be released 10 school days in advance of sessions. This is to allow time for the Administration staff to receive funds in the bank and allocate appropriately onto Parentpay. (Please note the system will not allow you to book any sessions until the payment has been allocated to Parentpay)
  - Via bank transfer but needs to be transferred 10 school days in advance of sessions (This is to allow time for our Administration staff to receive funds in the bank and allocate appropriately onto Parentpay. (Please contact [wa@herringthorpeinfantschool.co.uk](mailto:wa@herringthorpeinfantschool.co.uk) to facilitate this method) (Please note the system will not allow you to book any sessions until the payment has been allocated to Parentpay)
  - At the point of booking sessions (if not using Childcare Vouchers or Tax-Free Childcare).

### Late or Non-Payment

- Late payment charges apply (see Fees and Charges table below).
- The service reserves the right to suspend a child's attendance where fees remain unpaid.



## Fees and Charges

Fees are charged for the full session booked regardless of how long the child attends the session.

| September 26 to March 27 Fees and Charges<br>(Fees and charges will be reviewed annually)                                                      |               |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Item                                                                                                                                           | Cost Per Item |
| Wraparound Session<br>Time - 3.15pm to 4.30pm (1 hr 15mins session)<br>(No meal provided, but you are welcome to send your child with a snack) | £5.50         |
| Wraparound Session<br>Time - 3.15pm to 5.30pm (2 hr 15 mins session)<br>(Meal provided in this session)                                        | £10.50        |
| Wraparound Special Event                                                                                                                       | £11.50        |
| Late Payment Charge                                                                                                                            | £10.00        |
| Late Collection Charge (first half hour)                                                                                                       | £15.00        |
| Late Collection Charge (every 15 mins after the first half hour)                                                                               | £5.00         |

## 5. Cancellation and Refunds

### Parent/Carer Cancellation

- Cancellations must be made 10 school days in advance. Please email [wa@herringthorpeinfantschool.co.uk](mailto:wa@herringthorpeinfantschool.co.uk) to cancel any bookings within this time period.
- Refunds/credits will only be provided where notice is given in accordance with the above.

### Service Cancellation

The service reserves the right to cancel sessions due to:

- Severe weather
- Staff shortages
- Building closures
- Emergencies
- Public Health concerns



Where possible, reasonable notice will be provided.

After school wraparound care will be closed for 5 staff training days per year. Term dates are available from our Main Reception, Herringthorpe Infant Classdojo or on our School Website [www.herringthorpeinfantschool.co.uk](http://www.herringthorpeinfantschool.co.uk). Please be mindful when booking sessions that Herringthorpe Infant School and Herringthorpe Junior School Inset Days and closing times may differ.

After school wraparound care will be closed on Bank Holidays.

## 6. Collection of Children

- Children may only be collected by authorised adults named on the Herringthorpe Infant School pupil data form (Infant Children) or the after school wraparound pupil data form (Herringthorpe Junior School children).
- Proof of identity may be requested.
- Parents/carers must notify the Service if another adult will collect their child in a timely fashion.

### Late Collection

Late collection charges apply (see Section 4).

Persistent late collection will result in withdrawal of the child's place.

## 7. Behaviour Expectations

Children are expected to:

- Engage in wraparound activities
- Treat staff and other children respectfully in line with Herringthorpe Infant's Behaviour and Relationships Policy.
- Follow instructions and safety rules
- Avoid bullying, aggressive, or disruptive behaviour

The school reserves the right to refuse children's attendance at after school wraparound care provision where their behaviour is likely to affect the running of the provision and where behaviour in school is a significant cause for concern

Parents/carers will be informed of serious incidents.

## 8. Safeguarding and Welfare

The service is committed to safeguarding and promoting the welfare of children.

We have a responsibility to ensure all children in our care are safe and protected. We are obliged by law to follow child protection procedures if we have any concerns about a child.

Any safeguarding concerns will be managed in accordance with statutory guidance, including:

- Department for Education guidance
- "Keeping Children Safe in Education"
- Relevant Local Authority safeguarding procedures



## 9. Medical Needs and Illness

- Parents/carers must provide accurate medical information.
- Medication will only be administered where:
  - Written consent has been provided
  - Medication is clearly labelled
  - It is prescribed or otherwise permitted under school policy

Children who are unwell or infectious should not attend.

The service follows school/Public Health guidance regarding exclusion periods for illness.

Failure to provide essential medication for your child will result in your child not being able to attend.

## 10. Accidents and Emergencies

In the event of an accident or medical emergency:

- First aid will be administered where appropriate
- Parents/carers will be contacted as soon as possible
- Emergency services may be contacted if necessary

Parents/carers consent to emergency medical treatment where they cannot be reached immediately.

## 11. Food and Allergies

The service will take reasonable steps to accommodate dietary requirements and allergies where notified in advance.

Parents/carers must inform the service of:

- Allergies
- Intolerances
- Religious dietary requirements

The Service cannot guarantee a completely allergen-free environment.

## 12. Personal Property

Children should not bring valuables to the service.

Mobiles are not allowed during wraparound sessions, please refer to our School Mobile Phone policy on our website.

The service accepts no responsibility for loss, theft, or damage to personal belongings.



## 13. Data Protection and Confidentiality

Personal data will be processed in accordance with applicable data protection legislation, including:

- UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018

Information will only be shared where necessary:

- To safeguard children
- To meet legal obligations
- To support the safe operation of the Service

## 14. Photography and Media

Photographs or videos may be taken for:

- Educational purposes
- Displays
- School communications
- Promotional materials

Separate parental consent will be requested where required.

## 15. Complaints

Any concerns or complaints should initially be raised with:

- The Head Teacher

Complaints will be handled in line with the school's complaints policy. A copy can be found on our school website.

## 16. Changes to Terms and Conditions

The service reserves the right to amend these Terms and Conditions at any time.

Parents/carers will be given reasonable notice of significant changes.

## 17. Acceptance

By registering and booking sessions, parents/carers confirm that they:

- Have read and understood these Terms and Conditions
- Agree to comply with them
- Understand that failure to comply may result in withdrawal of the child's place

