



Wraparound Club Terms and Conditions

Telephone number 07739 973805

This mobile is only monitored during the hours of 3:15pm to 6:00pm.

General

Breakfast Club and Afterschool Club is open to pupils attending Stanway Primary School in Reception through to Year 6 and is run by school staff.

Breakfast club is open from 7:30am Monday to Friday during term time only.

The club provides:

- A balanced breakfast, including cereal, toast with topping and fruit juice/milk/water to drink
- activities for pupils before school begins.

Breakfast is served until 8:05am

Afterschool club is open from 3:15pm – 6:00pm Monday to Friday during term time only.

(Pupils will be escorted to the club by school staff and registered upon arrival)

The club provides:

- a light snack on arrival of fruit/biscuit with squash/water to drink
- tea is usually served at 4:30pm which consists of, sandwich, beans on toast, pizza, burgers and hot dogs (Menu can be found on the school website)
- a mixture of indoor and outdoor activities.

Unless requested by the school, children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

Dietary Needs and Medical Conditions

In accordance with the school policy, Supporting Pupils at School with Medical Conditions and Administering Medication, we are only able to administer medication to a child at the club in exceptional circumstances (unless it is an Epi-Pen or an inhaler). The requirements of the policy will apply at all times; further details are available from the school office.

It is the parents' responsibility to disclose any special dietary needs or medical conditions on Arbor and to inform the school of any changes.

Pupils are not permitted to bring their own food to the club unless this has been agreed in writing by the school in advance of their attendance at the club.

Payments and Bookings

****** NEW *** Bookings arrangements from September 2026**

All bookings must now be made through Arbor, this can be done through the portal or the app.

Please [click here](#) for Arbor instructions.

All places must be booked 2 weeks in advance.

Once you have selected the dates required you will need to make payment before your child's place is confirmed. No booking will be able to be made until payment has been received. If you pay via childcare vouchers please inform the school office.

Please note booking are non-refundable.

Payments

Breakfast club charge for a permanent pre-booked session are as follows:

- 7:30am to start of the school day £6.50 per child.

September 2026

Afterschool club charges for a permanent pre-booked session are as follows:

- 3:15pm to 5:15pm is £11.50 per child.
- 3:15pm to 6:00pm is £14.00 per child.

We are able to accept childcare vouchers issued by certain employers; the school is also registered with the government's Tax-Free Childcare scheme.

Fees will be reviewed annually prior to the end of the current academic year, should there be an increase in fees we will give you 1 months' notice.

Drop off and Collection

The school car park is **not available** for use by parents when dropping or collecting children to and from the Club.

When dropping off all pupils must be accompanied to the club entrance by an adult.

When collecting all pupils must be collected by a named adult and must be signed out when they leave. It is the parents' responsibility to inform the wraparound staff of any changes.

In an emergency or if you are likely to be late collecting, please ensure you inform the club staff on the telephone number above

Late Collection

A £5.00 late collection fee will be added to your account should you arrive after the allotted collection time (5.15pm or 6pm) and a further £5.00 for every 15 minutes.

The club closes promptly at 6:00pm, therefore all children should be collected no later than this time. Repetitive late collections may result in termination of your child's place at the club.

Withdrawal of a Place

The school reserves the right to withdraw an offered or allocated place at the club in the following circumstances:

- Where a child's behaviour, or the behaviour of a parent/carer, is deemed unacceptable and results in distress, disruption, or risk to other children, families, or staff.
- Where childcare voucher payments or other fees remain unpaid and arrears continue to accumulate. In such cases, the school reserves the right to cancel the place with immediate effect. Any outstanding debt will be managed in accordance with the school's Debt Management Procedures and Financial Regulations.
- Where a child repeatedly attends the club without a valid booking having been made in advance.
- Where parents/carers continue to use the school car park contrary to club procedures and site restrictions, despite receiving written reminders from the school.

The school will normally provide written notification of the withdrawal of a place, although it reserves the right to withdraw a place immediately where circumstances warrant such action.