



Dear Parents and Carers,

Wraparound Care – After School Care Bookings Now Open

We are delighted to announce that bookings are now open for our Westacre Wraparound Care provision from 3rd September 2026. Our after-school provision offers children a safe, caring and welcoming environment where they can relax after the school day, enjoy a range of activities, spend time with friends and receive support with homework if they wish.

The club will be led by Miss Allan, supported by Mrs Geddes, Miss Meddings, Mrs Allen and Mrs Barnett. Together, the team will provide a nurturing, well-organised provision where children feel happy, safe and valued.

Session Times and Charges

We are pleased to offer two flexible booking options. All bookings will include a drink and a healthy snack.

Session	Time	Cost
Session 1	3:00pm – 4:30pm	£5.00
Session 2	3:00pm – 5:30pm	£8.50

Children will have access to a variety of activities including:

- Arts and crafts
- Board games and group games
- Outdoor play (weather permitting)
- Quiet reading and relaxation
- Time to socialise with friends
- Homework support

Places will be allocated on a first come, first served basis, so we encourage families to book as early as possible to avoid disappointment.

Booking Information

- Sessions can be booked up until the day before they are required, however, regular weekly or termly bookings made in advance are encouraged to help guarantee a place at Wraparound.
- Bookings must be made via Arbor under the Clubs profile. For further information on making a booking and navigating the system, please visit [Students and Guardians – Arbor Help Centre](#)
- Whilst we will always try to accommodate emergency requests, we cannot guarantee availability once sessions are full. If wraparound care is required after the booking cut-off period, please contact the school office, who will advise whether a place is available.

Terms and Conditions

To ensure the smooth running of the provision, we ask all families to note the following conditions:

Payment

- Payment should be made in advance via Arbor (our school's online payment system). You will be directed to payment of the club through the booking process. Bookings are not confirmed until payments are received.
- Families with outstanding balances may not be able to make further bookings until the account has been cleared.
- Persistent non-payment may result in a place being withdrawn.
- We will accept Tax Free Childcare Voucher payments. Please contact the school office if you wish to pay using Tax Free Childcare vouchers.

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www.westacre-middle-school.co.uk

Headteacher: Mrs D M Evans



Cancellations

- Cancellations made before **12.00 noon on the previous working day** will not be charged.
- Cancellations after this time, or non-attendance, will normally be charged in full as staffing has already been arranged.

Collection

Children should be collected promptly by the end of their booked session.

- Collection by 4.30pm for Session 1.
- Collection by 5.30pm for Session 2.

Children will only be released to adults authorised by parents/carers.

Late Collection

If a child is collected after their booked session has ended, the following charges will apply:

- **Up to 15 minutes late:** £5.00
- **15–30 minutes late:** £10.00
- **More than 30 minutes late:** £20.00

Repeated late collection may result in a review of your child's place within the provision.

If you know you are going to be delayed, please contact the school as soon as possible.

Behaviour

Children are expected to follow the school's behaviour expectations and show respect towards staff, other children and equipment. In the unlikely event that a child's behaviour repeatedly places themselves or others at risk, parents will be invited to discuss appropriate support and continued attendance at the provision.

Medical Information

Parents must ensure that the school is informed of any medical conditions, allergies, or changes to emergency contact details before their child attends. The Wraparound provision will use the medical and contact information already held on the school's management system; however, if any details differ for attendance at Wraparound or outside normal school hours, parents must notify the school in advance.

Our Breakfast Club will continue to operate as normal and does not require advance booking.

We are excited to be expanding our wraparound provision and hope it will provide valuable support for our families while giving children a fun, safe and enjoyable end to their school day.

If you require any further information or issues logging into Arbor, please contact our School Business Manager via the school office.

We look forward to welcoming your child to Westacre Wraparound Care.

With best wishes,

Donna Evans

Mrs Evans
Headteacher