



Westacre Wraparound Care 2026-2027

Terms and Conditions

At Westacre Middle School, we are committed to providing a safe, welcoming and enjoyable wraparound provision that supports our families while giving children a positive start and end to the school day. To help ensure the smooth running of the service for everyone, we ask all parents and carers to read and agree to the following terms and conditions.

1. Booking Places

- Places are available for children attending Westacre Middle School.
- Places are allocated on a first come, first served basis.
- Regular weekly or termly bookings made in advance are encouraged to help guarantee a place at Wraparound.

2. Session Times and Charges

Session	Time	Charge
After School Care	3.00pm–4.30pm	£5.00
After School Care	3.00pm–5.30pm	£8.50

Charges apply for the booked session regardless of the time your child is collected.

3. Payment

To enable us to continue offering high-quality wraparound care at an affordable cost, payment is required in advance.

- Payments should be made through Arbor.
- Payment is due before your child's booked session.
- Any outstanding balances should be cleared within 7 days.
- The school reserves the right to refuse future bookings where accounts remain unpaid.
- We accept eligible Tax-Free Childcare Payments. Please contact the School Office for further information.

4. Changes and Cancellations

We understand that family arrangements sometimes change.

- Cancellations made before **12.00 noon on the previous working day** will not be charged.
- Cancellations after this time, or where a child does not attend without notice, will be charged in full as staffing has already been allocated.
- Where the school is unable to operate the provision due to circumstances beyond our control, a credit or refund will be offered where appropriate.

5. Attendance and Safeguarding

The safety and wellbeing of every child is our highest priority.

- If your child will not be attending a booked session, parents must inform the School Office as soon as possible.
- Children will be registered on arrival.
- If a child expected to attend does not arrive, the school will follow safeguarding procedures and contact parents.
- Children attending an after-school activity club at Westacre Middle School may join Wraparound Care once their activity has finished, provided a place has been booked and paid for.

6. Collection Arrangements

- Children must be collected promptly at the end of their booked session.
- Only adults authorised by parents/carers may collect a child.
- Parents must notify the school if someone different will be collecting their child.

Westacre Middle School • Ombersley Way • Droitwich • WR9 0AA

Telephone: 01905 772795

Email: office@westacre.worcs.sch.uk

www.westacre-middle-school.co.uk

Headteacher: Mrs D M Evans



- We may request identification where the collecting adult is unknown to staff.

7. Late Collection

Our staff remain on duty beyond the session end time to ensure children are cared for safely. To cover additional staffing costs, the following charges will apply:

Delay	Charge
Up to 15 minutes	£5.00
15–30 minutes	£10.00
More than 30 minutes	£20.00

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

Repeated late collection may result in a meeting with our Wrap lead in the first instance, and, where necessary, a review of your child's place within the provision.

8. Behaviour Expectations

Children attending Wraparound Care remain subject to Westacre Middle School's Behaviour Policy.

We expect all children to:

- Be kind and respectful.
- Follow staff instructions.
- Look after equipment and resources.
- Treat others with courtesy and consideration.
- Help create a safe and enjoyable environment for everyone.

Where behaviour causes concern, we will always work with parents to support the child. However, where behaviour places the safety or wellbeing of others at risk, or where repeated serious incidents occur despite support, the school reserves the right to withdraw a child's place following discussion with parents.

9. Medical Information

Parents are responsible for ensuring the school has up-to-date information regarding:

- Medical conditions
- Allergies
- Dietary requirements
- Medication
- Emergency contact details

Any changes should be communicated to the School Office immediately.

Medication will only be administered in accordance with the school's Medicines Policy.

10. Food and Drinks

Children attending the **3.00pm–5.30pm** session will be provided with a healthy snack.

Fresh drinking water will always be available.

11. Illness

Children who are unwell should not attend Wraparound Care.

If a child becomes unwell during the session, parents or emergency contacts will be contacted and asked to collect them promptly.

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No refunds will normally be given where a child is absent due to illness.

12. School Closure

Wraparound Care will not operate on:

- School holidays
- INSET days
- Bank holidays
- Emergency school closure days
- Days where the school is required to close for health and safety reasons

Parents will be notified as soon as possible where unexpected closure is necessary.

13. Personal Property

The same rules regarding the use of mobile phones that apply during the school day will also apply during Wraparound Care.

14. Safeguarding

All members of staff follow Westacre Middle School's Safeguarding and Child Protection Policy.

The welfare of every child remains our highest priority throughout the session.

15. Data Protection

Information provided as part of your booking will be held securely and processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the school's Privacy Notice.

16. Amendments

Westacre Middle School reserves the right to amend these Terms and Conditions where necessary. Parents will be given reasonable notice of any significant changes.

Working in Partnership

Our Wraparound Care provision is built on strong relationships between home and school. By working together and maintaining clear communication, we can ensure that every child enjoys a safe, happy and positive experience at the end of each school day.

Thank you for your support.