



Before and After School Provision Information

'Before and After School Provision' is for the benefit of pupils attending Hugh Sexey Church of England Middle School ONLY.

Payment:

Places in our wraparound provision are limited; it is the parent/carers responsibility to ensure bookings are made and paid for **IN ADVANCE** using www.parentpay.com.

In the event of needing to book your child in to WRAP in an emergency, contact Mrs Evans in Reception who will check availability and make a booking if space is available. Whilst we will try to accommodate late bookings, places cannot be guaranteed.

Childcare vouchers are accepted. If you wish to pay using this method, please contact the Finance Office for more information. Until we receive payment from your scheme, bookings must be paid for in the normal way through ParentPay.

There are NO discounts available for wraparound childcare provision – this includes sibling bookings.

**Please note, if there are insufficient funds in your account on the day of your booking it will automatically be cancelled by ParentPay.
Any register printed will NOT include cancelled bookings.**

Fee Structure & timings:

Breakfast (BC)	7:30am - 8:30am	£4.00 per child, per session
After School 1 hour (ASC1)	4:00pm - 5:00pm	£4.00 per child, per session
After School 2 hours (ASC2)	4:00pm - 6:00pm	£8.00 per child, per session

Before School Provision:

Pupils should not be left on site unsupervised prior to the start time of 7.30am and should be dropped off at the front of school for entry via the ART classroom.

Fees do NOT include breakfast. The canteen is open from 8:30am and if required, pupils may use the canteen facility in the normal way. Please ensure that your child's LUNCH account has sufficient funds if you wish them to purchase food.

After School Provision:

Pupils have 20 minutes 'break time' after the end of day school bell to gather their belongings and visit the bathroom prior to presenting themselves in the Library where the After School Club register is taken. If a pupil has not presented themselves in the library by 4:10pm the Supervisor on duty will contact the parent to confirm the child's location (*eg. child may have gone home poorly in the day*).

All pupils should be collected by parents/carers via Reception.

After School 1 Hour (ASC1) - Following a sporting fixture

It is assumed that if you book your child into ASC1 it will be between 4:00 – 5:00pm. However, we do allow you to book after school club for an hour **after** a school sports club or fixture. Your child would then be in ASC1 between 5:00 – 6:00pm

In this instance, please remind your child to notify the ASC Manager that they are attending a sports fixture to ensure a smooth handover with the PE Department.

Late Collections:

If you are late collecting your child, the following late payment fees will apply and must be settled before wraparound care can be accessed again

0 - 9 mins: £4.00

More than 10 mins: from £10.00

Booking via ParentPay:

Booking wraparound care in ParentPay is a **two-part** process. You must firstly make payment into the provision required and secondly book and confirm the session/s required.

- Navigate to www.parentpay.com and log on in the normal way
- Choose your child's account from the home page
- Make payment into the required provision (as below), checkout and pay
 - **Before School Provision**
 - **After School – 1 hour**
 - **After School – 2 hour**
- Select the Book Meals and places sub menu, then Make Bookings
- Proceed to make the booking for the provision and date required, ensuring you confirm the booking before navigating between weeks (if booking multiple sessions)

Please Note: Cancellations require a minimum of 24 hours' notice and can be managed in ParentPay, following the reverse of the booking process. Failure to do so may result in the sessions still being charged.

Emergency contact details & terms and conditions:

A signed and completed copy of the Registration form with terms and conditions should be submitted prior to the first session booked and on an annual basis thereafter. It is the responsibility of parents/carers to notify the Supervisor on duty of any changes.