



Wrockwardine Wood Church of England Junior School
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Website: www.wrockwardinewoodjunior.org.uk

Dear Parents/Carers,

WRAPAROUND CARE BOOKINGS

From September 2024, the method you are using for your child to attend either breakfast club or after school club will be changing due to a new system in school. From the 3rd September, if you would like your child to attend either breakfast club or the after school sessions, **they MUST be booked in** via ParentPay. We will no longer be using the manual booking form.

This change is necessary to ensure that we have the correct staff to child ratios in Wraparound Care and the maximum number of children we can take at each session is 40 and this ensures we are following safeguarding guidelines. This shouldn't be a problem and we should have enough spaces for parents who wish to use the service.

Therefore, if you wish to use the service, please book the number of sessions you would like on ParentPay under breakfast or after school club. You can block book the whole 6 weeks or just one day at a time. The choice is yours. Each session booked will need to be paid for at the time of booking and the booking stays open for 15 minutes for you to complete it. You will receive a confirmation of your completed booking at the time. Bookings for breakfast club will close at 4pm on the day prior and bookings for after school club will close at 2pm on the day of the booking. Therefore you will have until 2pm to book your child in for the after school session that day.

Please note: if there is a one off emergency situation and you need your child to attend breakfast club, please see the staff on the morning and they will check availability. We will always strive to help out in emergency situations. If you need your child to attend after school club in an emergency, please call the school office on 01952 387880. and we will try our best to help.

Please ensure that you DO NOT have a debt on your ParentPay account for Wraparound Care sessions as this will hinder the process and you may not be able to book in.

There will be an additional after school session available on ParentPay for when your child has attended an enrichment club after school (for example art club) which ends at 4pm but you are unable to collect your child until 4:30pm. This session will be called a 'part session' and will run from 4pm until 4:30pm at a cost of £1 per day. Your child will be taken to after school club at 4pm by staff.

If you have any queries regarding these arrangements, please do not hesitate to contact the school office. The school breakfast / after school policy is also attached.

Kind regards,

Mrs T Cartwright
Headteacher



'Love. Laughter

