



Wraparound Care Provision

Information for parents/carers

Breakfast Club

Opening hours: 7.30am – 8.30am

Cost/breakfast: 7.30am – 8.30am = £3.50

Children will be able to choose from a selection of healthy breakfast options, for example, cereal, toast, yoghurts, fruit, fruit juice and milk. From time to time other breakfast choices, such as porridge or eggs, will be available.

8am – 8.30am = £2.00

Please note, due to time constraints, breakfast will be served until 8.10am.

Activities: Breakfast, homework time, access to the library, colouring, crafts, games (group games/board games). The aim is to have a calm start to prepare the children for their school day.

Location: Breakfast club will be held in the main hall. Please enter breakfast club via the double doors next to the kitchen. The door will be locked so please ring the doorbell and a member of staff will come and greet you and your child/children. Please ensure that your child/children are in the care of a member of staff before leaving. If there are any messages to be passed to school staff please pass these to the Wraparound Care staff.

School Day Start: At 8.30am the children will make their way to the KS1/KS2 playgrounds. Staff will be on hand to help with bags and to pass any messages to school staff.

Afterschool Club

Opening hours: 3.15pm – 6pm

Cost: 3.15pm – 4.15pm = £3.50
3.15pm – 5.15pm = £6.50
3.15pm – 6pm = £8.75

Cost when attending a school sporting/music club first:

4.15pm – 5.15pm = £3.50
4.15pm – 6pm = £5.75

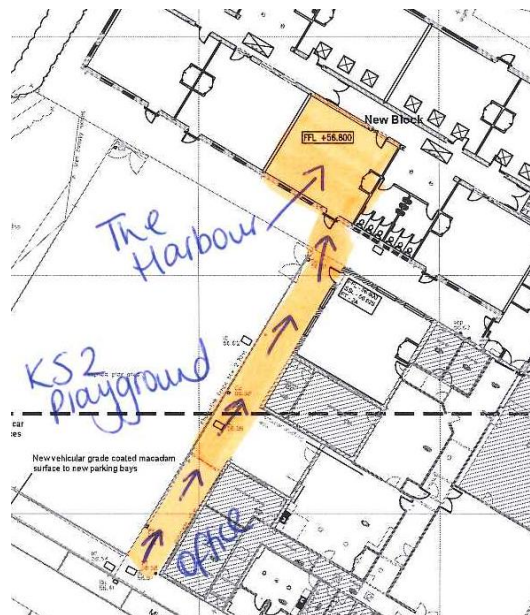
Minimum booking time is 1 hour

Snack: A healthy snack will be provided straight after school/club, for example, fruit, crumpets, breadsticks, veg sticks, crackers, cheese, biscuits/cake (made by the kitchen).

Activities: Homework help, reading books, colouring, arts and crafts, games (group games/board games), outside play (depending on staffing levels and the weather), films, iPads etc.

Location: The main base for Afterschool Club will be the Harbour. The staff will be able to plan activities in different parts of the school.

Collection point: Children are to be collected from the Harbour (see plan below). Please access this via the path next to the KS2 playground and ring the doorbell. When the children are playing outside, the playground gate will be locked and a member of staff will come and let parents/carers in.



How to book and pay

Regular bookings

Regular bookings are to be made in advance using the booking form. Parents/carers must pay via ParentPay. We ask that payments are made a month in advance.

Occasional bookings

Breakfast club bookings are to be made via the school office (01726 812831) by **2pm** for the following morning.

Afterschool club bookings are to be made via the school office (01726 812831) by **12noon** for the afternoon slot.

We ask that occasional booking payments are made within three working days of your child/children attending the Wraparound Care.

Please be aware that the Office staff will be passing messages to the Wraparound Care staff and are not directly involved with the running of the Wraparound Care.

Contact details

The Wraparound Care will be run by existing members of school staff. There will be a number of additional staff supporting the club.

Bookings/Payment	Miss Vicki Maund (School Receptionist) or a member of the Office Staff
Club Leader	Mrs Isobel Keilbart (responsible for provision planning)
Club Assistants	Micky & Miss Caroline Danning (Breakfast), Mrs Sara Edwards (Afterschool)
Email	wraparound@charlestown.cornwall.sch.uk
Mobile number	07761 276920

Please note that this mobile is only switched on between 7.30am – 8.30am and 3.15pm – 6pm. Please do not use this number to make bookings. It is intended for **emergencies/urgent information only** and to keep staff informed of any changes to your child's collection arrangements for that day.

Terms and Conditions

1. The breakfast and afterschool clubs are only available during term time. The clubs are closed on inset days and Bank Holidays.
2. The provision is only available to children who attend Charlestown Primary School.
3. The wraparound care mobile number is 07761 276920. This number is only to be used during the operating times of the wraparound care 7.30 – 8.30am and 3pm – 6pm. The number is to be used for notifying the staff about delayed collection times/changes in collection arrangements/any urgent messages to be passed to children. Please do not use this number to make bookings. Please contact the school office for all other matters.
4. Regular bookings are to be made in advance using the booking form. Bookings are taken on a first come, first served basis.
5. Occasional bookings are to be made **in advance** at the discretion of the Headteacher.
 - a. Breakfast club bookings are to be made via the school office by 2pm for the following morning.
 - b. Afterschool club bookings are to be made via the school office by 12noon for the afternoon slot.
6. Payments for regular bookings are to be made monthly in advance by 1st of each month.
7. Occasional bookings must be paid for within 3 working days.
8. All payments are to be made via ParentPay.
9. We reserve the right to refuse places for children where the bill is unpaid.
10. Late collection within club hours will incur an additional charge of £3 per hour.
11. Late collection after 6pm will incur an additional charge of £5 for every 15 minutes.
12. It is the responsibility of parents/carers to inform the Club Leader of any change to bookings.
13. It is the responsibility of parents/carers to inform the School Office of any changes to contact details.
14. Parents/carers are still required to report absences to the School Office as usual by phoning 01726 812831.
15. For booked sessions that your child is unable to attend, due to illness, the first session will still be charged but subsequent days will be credited for future sessions.
16. Unless cancelled BY 12 NOON, booked sessions that your child does not attend due to changes in collection circumstances (i.e. changes in working patterns etc), will still be charged.
17. If school is closed due to unforeseen circumstances, e.g. lack of water supply, all sessions booked and paid for will be credited to future bookings
18. Some activities can be wet and muddy at times and also weather dependant.
19. Films/TV programmes and computer games will be age appropriate. If you do not want your child to participate in these please let the staff know.
20. From time to time photos may be taken and used on the website or to promote the club. We will take note of the photo consents provided to the school.
21. The Senior Leadership Team and the school's governing body have the right to make decisions and alterations to all matters regarding the provisions, at their discretion.
22. We expect sensible behaviour and good manners from the children. We will inform parents/carers of any poor behaviour and reserve the right to refuse places to poorly behaved children.
23. If you have any concerns or feedback please contact the Wraparound Care Club Leaders by emailing wraparound@charlestown.cornwall.sch.uk or leave message with the School Office.
24. The club is run and managed by Charlestown Primary School.

**Charlestown Primary School
Wraparound Care Booking Form**

Child's Name	
Class	
Parent/Carer Name	
Contact phone numbers	
Email address	

Regular Bookings - Mornings

Day	7.30am – 8.30am	8am – 8.30am
Cost	£3.50 includes breakfast	£2.00 breakfast served until 8.10am
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total		

Regular Bookings – Afternoons

				Bookings for children attending after school clubs	
Day	3.15pm – 4.15pm	3.15pm – 5.15pm	3.15pm – 6pm	4.15pm – 5.15pm	4.15pm – 6pm
Cost	£3.50	£6.50	£8.75	£3.50	£5.75
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total					

Please add below the names of adults (persons must be over 18 years of age) who are able to collect your child/children:

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Please return this form to the School Office or email your form to wraparound@charlestown.cornwall.sch.uk. Your bookings will be confirmed by email. If you have any questions or queries please email wraparound@charlestown.cornwall.sch.uk or contact the School Office 01726 812831.