

Frettenham Primary School
Hainford Primary School
Horsford Primary School
Old Catton Junior School
White Woman Lane School
St. Faiths' Primary School



Nebula
where stars are born



Ashley Best-White
Executive Headteacher

9 July 2024

Dear Parent/Carers

WRAPAROUND CARE OFFER FOR CHILDREN AT THE HARNSER SCHOOLS

A new Wraparound Pathfinder Scheme was announced in the Spring 2023 Budget by the previous Government. The ambition of this scheme is that all primary aged children can access 8.00am to 6.00pm childcare provision term time only.

You may recall that we sent you a survey to complete to find out how many of you would be likely to use Wraparound care at our schools if we were able to provide it. This is because current parents have asked us if this was something we could provide, and prospective parents have indicated that is something they look for when choosing a school. We have been told that, for working parents in our villages – and for parents from outside who are considering our schools as one of the options for their children – the present lack of “wraparound” care before and after school causes difficulties and means they may choose alternative schools for their children.

The new Wraparound Pathfinder Scheme has enabled us to access a grant to put some wraparound provision in place from September. Given the responses to our surveys we have had to consider what we could afford to provide with the grant received. We will be able to offer Breakfast Provision at each of our three schools each morning from 8.00am. The After School Provision will be based at St. Faiths' Primary School. Pupils from Frettenham and Hainford Primary Schools who would like to attend will be transported to St. Faiths' at the end of the school day in one of our minibuses. All pupils will then need to be collected from St. Faiths' Primary by 6.00pm.

The purpose of the grant is to put some provision in place and then to make sure that it is self-sustaining long term. Schools are unable to use their school budget to subsidise wraparound care. In short, if parents do not use it - we will lose it.

The Provision both before and after school will be staffed by our school and Federation staff. The provision will provide a friendly environment where children of all ages can relax before and after school or choose to take part in a range of age-appropriate activities, including accessing some of the outdoor areas or completing homework if the children wish to. They will also be provided with breakfast in the morning and a light meal at the afterschool provision.

I have provided additional information to explain how to register for our wraparound care and how to book and secure sessions for your child/ren. We will need you to book and pay for sessions a half term in advance, so we know when staff are required and where. If you have any questions, please contact your school's office.

Yours sincerely,

Ashley Best-White
Executive Headteacher
Nebula Federation

Costs

Breakfast

Sessions cost £5.00 per session, per child, which includes a healthy breakfast.

After School

Sessions cost £10.00 per session, per child, which includes a snack meal.

Late charges will be applied for collection after 6.00 pm.

Policies

Wrap-around provision will follow the School's guidelines and policies.

Behaviour

The provision will operate according to the schools' Behaviour Policy. We expect children and adults to operate in an atmosphere of mutual respect and good manners.

If behaviour is deemed unacceptable, children may risk losing their place at the provision.

Safeguarding

We use our staff for all sessions, they all have an enhanced DBS and all receive regular safeguarding training.

Our Wraparound Provision is term time only.

Breakfast Provision starts at 8.00 am until the start of the school day.

After School Provision starts after school until 6.00 pm.

Please read and agree to all terms and conditions as stated on the Booking Form.



Frethrenham, Hainford and
St. Faiths' Primary Schools'
Wraparound Care





After School Provision

After School Provision will be based at St. Faiths' Primary School from the end of the school day until 6.00 pm in term time. Children from Frettenham and Hainford Primary Schools will be collected in our minibuses and transported to St. Faiths' Primary, to be collected by 6.00pm. After After-school provision provides a chance for children to let off steam at the end of a busy day and many children will enjoy spending time outside on our school grounds, enjoying a range of activities, or perhaps completing their homework. We will provide all the children with a light meal – e.g. beans on toast, pizza, etc. and a drink.

Breakfast Club

At Frettenham, Hainford, and St. Faiths' Primary Schools we offer a breakfast club at each school site, for all children. Open from 8.00 am to the start of the school day, Monday – Friday (Term time only).

The Breakfast Club will provide:

A calm, safe, social and happy atmosphere, where children can feel relaxed and ready for the day ahead.

A healthy breakfast for the children, a choice of cereals, toast, fruit, and a choice of drinks, milk, juice, or water.

Our staff will run both breakfast and after school sessions. We need you to book for half a term at a time so we can plan to see how many staff are required.



Use it or Lose it!

We have a grant for only long enough to see if the provision can become self-sustaining.



Registration

You will need to complete a Registration Form for regular weekly sessions. We are unable to care for your child without this document being signed.

All bookings are to be booked a half term in advance to secure your place.

All payments must be made prior to your child attending Wrap Around Provision via BACS.

Please note that the booking will only be confirmed once payment has been received.

Booking Form

Please complete the booking form and return it to your child's school as soon as possible to book for the next half term.



BREAKFAST AND/OR AFTER SCHOOL PROVISION

1. You will need to complete a Registration Form for regular weekly sessions. We are unable to care for your child without this document being signed.
2. All bookings are to be booked a half term in advance to secure your place.
3. All payments must be made prior to your child attending Wrap Around Provision via BACS. Please note that the booking will only be confirmed once payment has been received.
4. Please contact School immediately if you experience problems with payments. Non-payment will lead to us no longer being able to offer you a place.
5. We are unable to give refunds if the place is pre-booked and parents make the decision not to send their child(ren).
6. No refunds will be made for school closures due to snow / extreme weather conditions.
7. You must inform us, preferably by email, if anyone else, other than those listed will be collecting your child. Please ensure you have provided the password to anyone else collecting your child.
8. Parents must ensure School have the correct contact details in case of an emergency.
9. In an emergency, a first aider will administer first aid.
10. Staff will administer medicine such as asthma, epi pens etc. if needed. Staff will administer prescription and non-prescription drugs in accordance with the Department of Education guidelines i.e. Supporting pupils at school with medical conditions and managing medicines in schools and early year's settings. All medication can only be given once the correct paperwork is filled in.
11. If your child is ill whilst at the club, staff will contact you to collect your child.
12. Parents must not park on the school car park for drop off or collection unless instructed to by a member of staff.
13. Please ensure your child is collected on time. Children can become distressed when parents are running late. If your lateness is unavoidable, please telephone 01603 898353 and leave a message by 5:30pm. Please note you will be charged for late pickups.
14. Parents who are late collecting their child after 6.00pm will incur a charge. There is an initial charge of £5 per child for the first 10 minutes and £1 per minute thereafter.
15. All children are registered upon their arrival, staff will follow up on missing pupils.
16. All children must be signed out on collection from the After School Provision.
17. Wrap around provision will follow the School's guidelines and policies.
18. There may be occasions when the provision may need to be cancelled, due to staff sickness / absence. In this event, the subsequent invoice will be amended with a refund for this session.
19. Pricing will be reviewed annually. Advanced notification will always be given in the event of an increase.
20. Please note that the school reserve the right to refuse the service to any parent if they become abusive or use abusive language or fail to comply with our terms and conditions.

I have read and agree to the above terms and conditions:

Print name:

Date:

Signature:



Breakfast and After School Provision Registration Form

The following information is totally confidential and will be held as a permanent record to support the Harnser Schools' Wraparound Provision. Please advise us immediately of any changes.

Child's Details		
Date of Birth:	Class:	
Parent/Carer Details		Parent/Carer Details
Name:	Name:	
Home Address:	Home Address:	
Home Telephone No:	Home Telephone No:	
Mobile:	Mobile:	
Email:	Email:	
Daytime/Work Telephone Number & Extension:	Daytime/Work Telephone Number & Extension:	
Emergency Contacts: Please give details of two people to be contacted in the case of an emergency and that they are able to collect your child should the need arise:		
Name	Relationship	Telephone Number
Password to be given when collecting child:		
Child's Health: Please provide details of significant health issues (including special educational needs and/or physical statement):		
Does your child suffer from any allergies? (please circle) YES / NO If yes please give details:		
Does your child have any dietary requirements? (please circle) YES/ NO If yes please give details:		

If it becomes necessary for my child to receive medical treatment and I cannot be contacted by telephone or by any other means, I hereby give my general consent for any necessary treatment and authorise the leader in charge to sign any documentation required by the hospital authorities.

Print Name:

Signature:

Date:



Breakfast and After School Provision Booking Form Autumn 1

Child's Details	
Date of Birth:	Class:

Date	Breakfast	After School	Time of Collection		Date	Breakfast	After School	Time of Collection
E.g.	✓	✓	5.30pm					
Wed 4 th Sept					Tues 1 st Oct			
Thurs 5 th Sept					Wed 2 nd Oct			
Fri 6 th Sept					Thurs 3 rd Oct			
Mon 9 th Sept					Fri 4 th Oct			
Tues 10 th Sept					Mon 7 th Oct			
Wed 11 th Sept					Tues 8 th Oct			
Thurs 12 th Sept					Wed 9 th Oct			
Fri 13 th Sept					Thurs 10 th Oct			
Mon 16 th Sept					Fri 11 th Oct			
Tues 17 th Sept					Mon 14 th Oct			
Wed 18 th Sept					Tues 15 th Oct			
Thurs 19 th Sept					Wed 16 th Oct			
Fri 20 th Sept					Thurs 17 th Oct			
Mon 23 rd Sept					Fri 18 th Oct			
Tues 24 th Sept					Mon 21 st Oct			
Wed 25 th Sept					Tues 22 nd Oct			
Thurs 26 th Sept					Wed 23 rd Oct			
Fri 27 th Sept					Thurs 24 th Oct			
Mon 30 th Sept								

I give permission for the above to watch a PG rated film.

Signed: Parent/Guardian Date:

Please complete the booking form and return to the school office. Sessions will then be booked and an invoice issued for payment by BACS to Barclays, Sort Code: 20-62-61, Account number: 40578053 using the Invoice Number as the payment reference. Payment must be paid a half term in advance of attendance. For any payment issues please contact the school office.