Newtown Primary School Church of England (voluntary controlled)
Queens Road, Gosport, Hampshire PO12 1JD T: 023 9258 4048 E: adminoffice@newtown.hants.sch.uk
www.newtownceprimary.co.uk

Reviewed and approved 1st July 2026 Next review – July 2027 Effective from September 2024
Headteacher: Mrs Emma Howlett

Wrap Around Care Terms and Conditions

Booking Procedure
All sessions should be booked via your child's Arbor account. Bookings may be made for the full academic year in advance but must be made **at least 48 hours in advance**.

Any 'emergency' bookings, within 48 hours will need to be made through the school office and the booking will be made at the discretion of a member of the Senior Leadership Team (SLT). Requests for emergency bookings can **not** be made via email. All confirmed emergency bookings will need to be paid for immediately in advance as soon as the booking is confirmed.

Emergency booking consultations will be based on: -
(i) the reason for booking
(ii) current numbers booked in relation to staff ratio for that day.

Newtown CofE Primary School reserves the right to decline emergency bookings, made less than 48hrs prior to the requested session, on the grounds that there are not sufficient staff to meet statutory adult to pupil ratios.

Any pupil that turns up and is not booked into the service may be refused entry and your child will be returned to the care of their parent/carer. Should this happen on more than one occasion a warning letter may be issued.

All children should be handed over to a member of school staff or collected by a known adult at the school office.

May we remind you to notify the office if someone is collecting your child who is not on the Arbor contact list. We will not release your child unless we have had prior confirmation of this.

Charges
Breakfast Club (Early Birds)

We are pleased to advise that Breakfast Club is now **free for all pupils from 8.00am**. Places must be **booked in advance**.



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Children requiring care from **7.30am to 8.00am** may attend our Breakfast Club (Early Birds) session at a cost of **£3.00 per child, per day**.

Afterschool club (Teatimers) has 3 separate sessions available – places must be booked in advance
3.15pm to 4.15pm - charged at £7.50 per day per child
3.15pm to 5.15pm - charged at £12 per day per child (includes snack)
3.15pm to 6pm - charged at £14 per day per child (includes snack)

Payment Terms
All sessions must be paid for at the time of booking or in advance. **You will be unable to book sessions without the required credit in Arbor.**

We do not offer any credit terms for wrap around care and sessions must be paid for at the time of booking.

Tax free childcare payments are accepted but please be aware that it can take up to 7 days for the payment to be received and applied to your Arbor account and this should be taken into consideration when making your booking.

Please email adminoffice@newtown.hants.sch.uk to confirm how you would like your payments to be assigned. This is particularly important if using more than one service (e.g.: split across breakfast club/afterschool club or trips/visits).

Cancellation Policy
Any cancellations should be notified to the school office at least 48 hours in advance. Late cancellations (less than 48 hours) will be charged at the standard rate unless your child is absent due to illness.

Collection from afterschool wraparound care/Late collection
All children should be collected via the school office doors by the end of your chosen session time slot. Please call the afterschool mobile on 07396727365 to notify the afterschool team that you are on site. Should you be late to collect your child you should notify the afterschool club leader as early as possible on 07396727365. There will be an additional £5.00 charge for each 5-minute period past the required collection time.

Pupil Agreement
Pupils attending the clubs must agree to:
• Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols to ensure the safety and welfare of our children. We also reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.

