

CROSSLEY STREET PRIMARY SCHOOL



Crossley Street Primary School

Wraparound Policy, Terms & Access Agreement

Academic Year: 2026/27

This policy applies to both 'The Hive' Wraparound and Pre-School Wraparound Care. Unless specifically stated otherwise, all terms apply to both settings; where a provision is specific to one setting, it will be clearly identified.

Aims & Ethos

Crossley Street Wraparound Provision is dedicated to providing a safe, engaging, and supportive childcare environment. Our provision balances structured play with relaxing activities, all tailored to meet the individual needs of the children.

Led by qualified professionals employed by the school's Governing Body, the club ensures a seamless transition from the school day. This continuity maintains high standards of care and aligns with the school's core expectations.

Access & Safeguarding

To ensure the highest standard of safeguarding, the following controls are mandatory:

- Hive Access: Entry requires a gate code, which is changed periodically and shared with parents via secure text or email.
- Building Access: Entry requires a key fob. Families may request up to four fobs for a £3 administrative fee per unit.
- Fob Returns: Fobs must be returned upon leaving the provision. Failure to return fobs results in a £3 replacement charge.
- Safeguarding Integrity: Gate codes must not be shared with children or unauthorized third parties. Any breach of this protocol may result in the immediate withdrawal of a child's place.

Session Times & Fees

Session	Duration	Fee
Before School	7:30 a.m. – 8:55 a.m.	£7.50
After School	3:00 p.m. – 6:00 p.m.	£15.00

Fees are charged for the full session regardless of drop-off or collection times. Times may vary slightly by year group.

Dietary Provision

The provision provides breakfast and a healthy afternoon snack. Please note these are supplementary and not intended to replace an evening meal.

- Compliance: We adhere strictly to the school's catering provider standards. Children with specialized diets in school (e.g., dairy-free) will follow the same protocols in wraparound.
- Updates: Special diet forms must be updated annually or upon any change in requirements. Please allow up to two weeks for the implementation of new dietary plans; parents may be asked to provide snacks during this interim period.

Admissions & Place Management

Priority Allocation

1. Children of school staff.
2. Reception children (Ordered by request date - wraparound@crossleystreet.co.uk)
3. Current attendees requesting additional hours.
4. Siblings of current attendees (residing at the same address).
5. Children on the waiting list (ordered by request date).

Please note: A place in Pre School wraparound has no bearing on wraparound places once a child reaches school age. Parents will be required to apply for a wraparound place for their child's Reception year once they have received their formal offer of a school place in April. Should parents fail to request a wraparound place for when their child starts school, they may be placed on a waiting list with no guarantee of a place being available.

Attendance Monitoring

To ensure fair access for all families, attendance is closely monitored:

To ensure our provision remains accessible to those in need of regular childcare, the school monitors attendance closely. Where a child is absent for two or more consecutive weeks, the school reserves the right to offer that place to a family on the waiting list. Furthermore, while we understand plans change, families who consistently pay for a place but repeatedly do not use the booked sessions may have their place reviewed. Holding a space that is not being utilized, prevents other families on the waiting list from accessing necessary childcare. In such cases, we may withdraw the offer of a permanent place to accommodate those in urgent need of regular provision. If a child attends for less than 75% of their booked sessions, their place may be reviewed.

- Absences: Illness-related charges are capped at two weeks. Beyond this, place retention is at the discretion of the Wraparound Lead and requires medical certification.
- Non-Essential Absence: Places will not be held for extended holidays. Absences exceeding two weeks without prior written agreement may result in the place being reallocated.

Ad Hoc Sessions

We completely understand that family life can be unpredictable, and childcare arrangements often need to change at short notice due to emergencies. We will always do our very best to accommodate your requests, wherever possible. However, as we adhere to strict staff-to-child ratios to keep everyone safe, places are subject to availability, and unfortunately cannot always be guaranteed.

Should you require an ad hoc session, please submit your request in writing to Mrs Freeman at wraparound@crossleystreet.co.uk. Please note that while the school office team will always do their best to assist with urgent requests, they do not have access to real-time availability for the Wraparound club, especially when short-notice changes are being processed.

To ensure the safety of all children, a child cannot be accepted into a session without a confirmed booking from Mrs Freeman. To avoid any disappointment or difficult situations at drop-off or pick-up, please ensure your place is officially confirmed, before sending your child.

Financial Terms & Procedures

- Billing: Charges are applied monthly via the school's payment system.
- Payment Terms: Fees (or voucher evidence) must be settled within 14 days of billing.
- Late Fees: A £20 late fee is automatically applied to accounts exceeding the 14-day limit.
- Suspension: Failure to settle outstanding balances within 14 days may result in the immediate suspension of service.
- Ad-Hoc Sessions: Subject to availability. Payment is required on the day of confirmation. Cancellations require 24 hours' notice; otherwise, the full fee applies.

Collections & Site Etiquette

- Late Collection: A charge of £15 per 15-minute interval (or part thereof) applies for collections after 6:00 p.m. Persistent lateness may result in the loss of your child's place.
- Parking: The staff car park is strictly off-limits for wraparound drop-off and collection. Non-compliance is considered a breach of policy and may result in the withdrawal of the childcare place.

Parent/Carer Agreement Slip

Please complete the google form or return the reply slip below

<https://forms.gle/CsWiurerBYteoWZg6>

I confirm that I have read and agree to the **Crossley Street Primary School Wraparound Policy, Terms & Access Agreement** for 2025/26.

Please provide me with key fob(s) (maximum 4 per family)

Name:

Signature:

Date:

 Any breach of these terms may result in the immediate suspension of your child's place.