

# **CROSSLEY STREET PRIMARY SCHOOL**



**Crossley Street Primary School**

**Wraparound Policy, Terms & Access Agreement**

**Academic Year: 2025/26**

## Our Aims

Crossley Street Wraparound provides safe, fun, stimulating, and relaxing childcare on school premises. The club is led by qualified childcare professionals and supported by experienced staff members. All are employed by the school's Governing Body and work during the school day, ensuring high standards and consistent expectations.


## Access and Security

To support safeguarding, the following access controls are in place:

- **School site access** requires a **gate code**, which is changed regularly and shared with parents via text and email.
- **Wraparound building access** requires a **key fob**.

## Key Fob Information

- Up to **4 key fobs** may be requested per family.
- A **£3 administrative fee per fob** will be applied when issued and charged via the school payments system.
- **Fobs must be returned** at the end of your use. A further **£3 admin fee** will be charged for unreturned fobs due to the cost of removing them from our system.
- **Lost or damaged fobs** will be replaced at a cost of **£3**.
- Parents must **notify staff immediately** if a fob is lost.

 **Important:** Gate codes must never be shared with children or unauthorised individuals. Any breach may result in immediate termination of your child's place.

## Session Times and Fees

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

\*Session times may vary slightly by year group.

A **full session is charged** regardless of drop-off or collection time.

## Food Provision

- **Breakfast** (AM) and a **healthy snack** (PM) are included.
- Snacks (e.g., sandwiches, fruit, yoghurt) are **not intended to replace an evening meal**.
- In order to comply with food safety standards, our wraparound provision can only provide food for children's special dietary requirements in line with our catering provider. For example, children on a dairy-free diet in school will continue with a dairy-free diet in wraparound, even if working on the milk ladder at home. Special diet forms must be updated annually or when a child's diet changes, including completing a "no longer needs a special diet" form if applicable. Please note that implementing a special diet can take up to two weeks, during which you may need to provide a suitable snack for your child.

## Admissions Priority

Places are allocated in the following order:

1. Children of school staff
2. Reception children
3. School aged Children currently attending wraparound provision requesting additional hours
4. Siblings of current attendees (living at the same address)
5. Children on the waiting list (by date of request)

**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.

## Booking, Absences and Payments

- Request places via email to [wraparound@crossleystreet.co.uk](mailto:wraparound@crossleystreet.co.uk) (Mrs Freeman).
- If no places are available, your child will be added to a **waiting list**.
- **Three weeks' written notice** is required for cancellations. Charges continue until notice is received.
- **Absences due to illness** are still charged for up to **two weeks**.
- **No charges** apply when the school is closed (e.g., snow, heating failure).

### Ad-Hoc Sessions

- May be offered if space allows.
- If confirmed, payment must be made **on the same day** via the school payments system or the session will be withdrawn.

### Payment Procedure

- Payments are added **monthly** for sessions attended and must be made via the **school payments system** by the due date.
- **Payment is due within 14 days** of the charge appearing on your account.
- **Childcare vouchers** are accepted and will be credited to your account once evidence of the voucher payment has been provided by the parent and processed by our staff.

### Late or Unpaid Payments

- Arrears of **14 days or more** will result in **suspension** of your child's place.
- The **Wraparound Lead** will chase late payments initially. If unresolved, the **School Business Manager** will then take ownership of managing the outstanding balance until a resolution or 30 further days have passed.
- Continued non-payment will be passed to **Leeds City Council**, who will issue a **final 30-day notice** before legal action begins.
- If you are experiencing financial difficulty, please speak with the Wraparound Lead. Payment plans may be arranged in conjunction with the School Business Manager.
- **Missed payments** on any agreed plan will result in immediate suspension of the place.

### Drop-Off and Collection

- **The Hive:** Access via the **gate next to the Year 3 classroom** (through the car park).
- **Preschool:** Use the **Preschool entrance**.
- Please inform staff of **any changes to collection arrangements**.

### Staff Car Park

- Must **not** be used under any circumstances, even if late. Failure to adhere to this may result in the removal of a place in the wraparound provision.

### Late Collection Fees

- £15 per **15-minute period (or part thereof)** after **6:00 p.m, e.g.**
  - 6:10 p.m. = £15
  - 6:20 p.m. = £30
  
- **Repeated late collection** may result in the **loss of your child's place.**

Please ensure you have **emergency collection arrangements** in place and that **contact details remain up to date** with club staff.

### Agreement and Consent

Please complete and return the form below to confirm your agreement and to request access fobs.

### Parent/Carer Agreement Slip

Please complete the google form or return the reply slip below

<https://forms.gle/CsWiurerBYteoWZg6>

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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.**