

**Hartlebury
Church of England (VC)
Primary School
and Early Years Unit**



**A founding Academy within the
Severn Academies Educational Trust**

Wrap Around Care



Hartlebury Church of England (VC) Primary School Wrap Around Care

School Office Number: 01299 250312

Hartlebury Church of England (VC) Primary School is proud to offer on-site Wrap Around Child Care.

Our Breakfast Club is led by Nicola Purslow and runs from 07.30am to 8.45am in the School Library.

Afterschool Care is led by Lynsey Wesley and runs from 3:15pm until 6:00pm Monday - Thursday and 3:15pm to 5:00pm on a Friday in the Mobile Classroom.

If you require Wrap Around Care, please ensure registration forms are completed with all up to date contact details, allergies and medical conditions.

Booking Details

We can accommodate parents who wish to book the same sessions each month. For others who may need varying sessions due to work patterns, we try to be as flexible as possible, so please contact us with your booking requests and we will try to accommodate you.

All bookings need to be booked and paid for in advance via the Booking Forms available from the School Office or the After School Care Team. All booked sessions must be paid for even if they are cancelled or your child is ill.

Payment

<u>Breakfast Club – Includes Breakfast</u>	<u>Daily</u>	<u>Weekly</u>
Single Child	£5.00	£25.00
1 x Sibling discount	£9.50	£47.50
More than 1 Sibling discount	10% off Total amount	10% off Total amount
<u>Afterschool Care – Includes Snack</u>	<u>Daily</u>	<u>Weekly</u>
Single Child Monday – Thursday	£8.00	£39.00
Single Child - Friday	£7.00	
1 x Sibling Monday – Thursday	£15.20	£28.50
1 x Sibling Friday	£13.30	
More than 1 Sibling discount	10% off Total amount	10% off Total amount

Payments are to be made by cash or cheque only in an envelope with your child's Name and Class clearly marked. Cheques are to be made payable to Hartlebury CofE Primary School.

Please advise the School Office if you would like to pay by Childcare Vouchers.

Collection

After School Care takes place in the Mobile Classroom where the children are supervised at all times. The children are taken over to the Mobile Classroom and signed in by a member of Staff.

We ask that all parents of children who are booked in until 6:00pm arrive by 5:55pm to enable staff to hand over the children.

Any late collections will incur an additional charge of £5.00 for every 15 minutes after the booked session time (6:00pm Monday - Thursday, 5:00pm Friday).

Parents/Carers are required to sign the children out of After School Care on collection.

Contact Details

School Office Number: **01299 250312**.

To speak to a member of the After School Team after 3.15pm please call 01299 250312 and press option 2

School Office Email Address: office@hartlebury.worcs.sch.uk

School Address: Hartlebury Church of England (VC) Primary School

Rectory Lane

Hartlebury

Worcestershire

DY11 7TD

Wrap Around Care Aims

- Provide a welcoming, happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and cooperative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality provision for their children.
- Undergo regular monitoring and evaluation of our services to ensure that the care provided continues to meet the needs of the children and parents/carers.

Wrap Around Care is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Safeguarding children by following Policies and Procedures.
- After School care provides a Healthy Weekly Menu and issues a monthly Newsletter. All of these can be found on the school website www.hartlebury.worcs.sch.uk.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Hartlebury Church of England (VC) Primary School

Mission Statement

“We grow in the Christian values of love, tolerance and forgiveness; learning together, respecting each other.”

Our School’s Code of Conduct

We tell the truth

We respect all adults and class members

We try our best in everything we do

We allow others to learn without disruption

We behave in a way that is safe for everyone around us

We take care of our school and the things in it

