



Mundford Church of England Primary Academy

Wraparound Policy

Capacity

The service will operate during term time only and is available to a maximum of 25 children per session. The maximum number of Acorns children per session will be limited to four spaces per session to ensure we operate within EYFS ratios.

Session Costs and Times

Sessions are available Monday – Friday during term time.

Morning Sessions	7:40 AM - 8:40 AM	£7.00 per session
Afternoon ½ Session	3:20 PM – 4:20 PM	£7.00 per session
Afternoon full Session	3:20 PM – 5:30 PM	£13.00 per session

Session Bookings and Payments

All sessions must be booked via the **Arbour App** under the *Clubs* section. Bookings are accepted on a **first-come, first-served basis**.

If your child attends a free school club before a later session, please note that both the early and later sessions must be booked and paid for, as the space cannot be allocated to another child.

Bookings will **close 24 hours before the session begins**. To secure a place, sufficient funds must be available in your account at the time of booking. However, payment will only be processed once the session has taken place.

Dropping off and Picking Up

Children will be dropped off and collected from Willow classroom external door. Please ring the bell.

Messages

Please email your child's teacher directly if you have information to pass on, please do not ask for messages to be passed via staff.

Food

Children will be a variety of cereals and toast during the breakfast session.

In the afternoon ½ session children will be offered a light snack, i.e. crackers, fruit etc.

In the full afternoon session children will be offered a light tea, hot dogs, toasties etc.

You are welcome to provide food from home, please ensure this is nut free.

Late Fees

If you are running late please let the office know as soon as soon as possible. After 5 minutes we will begin to charge you £1 per minute for every minute you are late to pick up your child. If you are consistently late to pick up your child the service will be withdrawn.

Behaviour

Although before and after school club will not be a classroom environment, we expect children in the Willow Room to maintain the behaviours required in school. Any behaviours that consistently breach our policy/expectations will result in the services being withdrawn.



Diocese of Norwich
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