

# Woodlands Schools



## Wraparound Admissions Policy ~ Hutton Manor ~

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# **Wraparound Admissions Policy**

## **Introduction**

Woodlands Schools' Wraparound care is non-selective, mixed ability, taking children from 3-11 years of age. It is situated in the main house in the Kindergarten Classroom providing a safe and nurturing environment following the school day.

## **Aims and objectives**

To provide the successful implementation of the extended school day facility.

## **Application Procedure**

Wraparound is available to all children between the ages of 3 and 11 years.

Parents may apply for a place in Wraparound for their child/children by contacting the School Office giving advance notice where possible, of a place being required.

There will be the option for your child to attend Wraparound straight after school at 3.00 p.m. until 5.55 p.m. when Wraparound finishes. For advance bookings and for collection later than 4.30, those children will be provided with a snack. Children can be collected at any time.

The School understands there may be times when parents are running late to collect their child/children. Children who are not collected on time at the end of the school day will automatically be looked after by the Wraparound staff, for which there will be a charge.

Collection from Wraparound is required by 5:55 p.m. each evening to avoid any additional charges. Continual lateness with regard to collection will need to be reviewed and the School may be required to reconsider a child's place within the Wraparound facility.

Parents will also be required to sign a form when collecting their child/children in the evening and charges will be calculated to the nearest half hour.

If a child has been booked into Wraparound for collection later than 4.30, and, in the event of non-attendance and no cancellation of the booking, the cost of afternoon tea will be charged.

The school must be notified in advance if the child is to be collected by anyone other than the main carer.

Charges for Wraparound will be made, in arrears, via a request for payment each term.

## **Review**

This policy will be reviewed annually in the light of any changed circumstances in Wraparound.