The Raglan Schools

Policy

Terms and Conditions

Raglan WRAP Club

Terms & Conditions

Please read these terms and conditions carefully, you will be asked to agree to them when you make a booking for Raglan WRAP Club on *Magic*Booking.

1. BOOKING

1.1 The school opens bookings on a termly basis.
1.2 Parents will be made aware of when bookings are open with priority booking made available to existing pupils who have attended regular after-school sessions during the previous term.
1.3 Booking is through Magic Booking in which all parents have an account
1.4 Parents can make bookings for the whole from the date on which bookings are open in the system.
1.5 Parents have to pay in advance or set up a payment plan within the system. If payments are missed, they are at risk of losing their place.
1.6 Payment can be made in full by debit/credit card at the point of booking or parents can opt for a payment plan to spread the costs using the same card.
1.7 Parents can also use childcare vouchers from their employer or HMRC tax-free childcare to pay their fees
1.8 For parents using tax-free childcare, they need to make a booking, and then choose either to pay in full or to set up a payment plan. They then log in to their tax-free childcare account to make a payment and send us a screenshot of the payment so we can credit their Magicbooking account.
1.9 For childcare vouchers, parents make their booking and select either payment in full or to set up a payment plan. They then log in to their childcare voucher account and make a payment. We will credit your account once payment has been received.

2. SESSIONS AND CHARGES

2.1 The club is open from 07.30 – 08.40am and 15.10 – 18.00 during term time only.
2.2 Fees are shown below in section 5. They will be reviewed annually by the Governing Body.
2.3 Fees are non-refundable for ad-hoc absences. Where a pupil has a longer absence (1 week or more) the headteacher will consider a refund after the 5th day.
2.4 Sessions booked for the wrong dates/times will not be refunded unless there is space in the session that the parent wishes to change to.
2.5 Children should be collected promptly at the end of their session.
2.6 For the short wrap session, any late collection after 16.30 may result in a late charge of £10
2.7 For the long wrap session, any late collection after 18.00 may result in a charge of £10 plus £5 for every 5 minutes. This covers the additional staffing costs incurred by the school.
2.8 We reserve the right to withdraw a child's place if their late collections become regular.
2.Parents/.Carers who are going to be delayed should let us know immediately. If a child is not collected on time, we will telephone you or your emergency contact. If we cannot reach you after 30 minutes of trying, we will follow school procedures.

3. SICKNESS, ABSENCE AND SPECIAL REQUIREMENTS

3.1 If a child becomes ill during a club session, a member of staff will contact the parent/carer or the emergency contacts held on file.
3.2 If a child is suffering from a communicable illness, he or she should not be brought into the club until the infection has cleared. This is the same as the school policy. Although your child may appear better, please consider our children with reduced immune systems and do not bring your child back to the club until the infection is cleared – the current policy is to allow 48 hours for this. Please telephone the school office if you are not sure.
3.3 Breakfast is available to pupils in the morning session in line with the nutritional standards of the school. We will work with parents/carers to provide suitable food for children who have special dietary needs or on ethical grounds
3.4 Fruit is sometimes available
3.5 Parents can send a healthy snack for the after-school sessions but these must be nut-free in line with school policy.
3.6 We reserve the right to decline a place for a child should their actions and/or behaviour be a danger to themselves or others.
3.7 We follow the national guidelines for the ratio of child to adult. Children attending Raglan Wrap Club are expected to be independent at an age-related level. Where 1:1 support is required we may not be able to accommodate the needs on a full time basis.

4. OTHER CONDITIONS OF PROVISION

4.1 Wrap Club will not accept responsibility for accidental damage to or loss of property. The club is covered by the school's insurance policies including Employer's Liability and Public Liability.
4.2 We use the same data system as the schools. The staff occasionally take photographs within the club, these photographs will only be used where permission has been granted.

5. FEES - 2025-2026 Academic Year

Breakfast Session	£3.15
Short Wrap (15:10-16:30)	£6.30
Long Wrap (15:10-18:00)	£11.55
Late Fee for after 16:30	£10
Late Fee for after 18:00	£10 plus £5 per 5 minutes thereafter