

Terms and Conditions

Parents in Partnership Agreement

Treat staff with respect and honesty at all times and in all forms of communication.

Consistently demonstrate whole school values.

Work in collaboration with staff to support your child's wellbeing.

Contact the Wraparound Team if your child is going to be absent from a booked session.

Inform the Wraparound Team if there are matters at home that may affect your child's wellbeing.

Enquiries:

Initial enquiries to:

KS1: littlepirates@drake.norfolk.sch.uk

KS2: wraparound@drake.norfolk.sch.uk

School Office: office@drake.norfolk.sch.uk

Phone: 01842 762055

Registration: On receiving confirmation of space/spaces available you will be directed to the COB Website (Booking System) where you will register your child/children. There will be an initial **One-off non-refundable registration fee: £30 per family.**

Booking:

- All bookings for both **KS1 (Rec, Y1 and Y2)** and **KS2(Y3, Y4, Y5, Y6)** children can be done through the COB system.
- All queries regarding Childcare Vouchers or Tax Free Childcare, to be made directly to Little Pirates email.
- All bookings and payments need to be made by each Thursday for the following week.
- Should you experience any difficulty with the booking system please contact the Wraparound Team at the email addresses provided.
- Should an urgent response be required please contact the school office directly either by phone or email.
- Please check the School Calendar for term dates, bank holidays and inset days before booking as all bookings are **non-refundable** unless the service is unavailable.
- **School Calendar:** <https://www.drake.norfolk.sch.uk/page/?title=Term+Dates&pid=273>

- Family's will be advised a month in advance of any fee changes to the Wraparound Care service.

Drop off and Collection:

- All children attending Wraparound Care arrive and leave from the school office.
- KS1 children will go directly to Little Pirates before coming to the breakfast club where they will leave their belongings and be registered. They will then be escorted to the breakfast club by Wraparound staff.
- KS2 children go directly and independently to Breakfast Club
- We ask that children are collected promptly by 5.30pm. Where there is persistent lateness, a late fee may apply or access to the service may be withdrawn.
- Please let us know if an alternative adult is collecting your child/children and provide a password if the adult is not already known to the Wraparound Team.

Fee:

Breakfast Club: £8 per session 7.30am-8.45 am

Breakfast food option closes at 8.15am. Should you wish for your child to have breakfast please ensure they arrive prior to 8.15am to allow them time to enjoy a leisurely breakfast.

Afterschool Club: £15 per session 3.15pm -5.30pm

Tea is served at 4.15pm and closes at 4.45pm

Policies

School policies cover every aspect of school life including Wraparound Care which is an extension of our care for the children.

Below is the link to our most important policies on our school Website for your reference.

<https://www.drake.norfolk.sch.uk/page/?title=Policies&pid=204>

Relationship Policy:<https://www.drake.norfolk.sch.uk/site/data/files/users/key-info/F15CFBD17C6E624A5401B1E6D4BFE851.pdf>

Restorative Pathway:<https://www.drake.norfolk.sch.uk/site/data/files/users/key-info/9543A5309993588417805CCB82063D6D.pdf>

If you would like to know our policy on something that is not listed, please ask the school office. Paper copies are provided free of charge and are available from the school office.

