

St Joseph's Catholic Primary School

Newtown Road
Malvern
Worcestershire
WR14 1PF
Tel: 01684 573016
office@stjoesmalvern.worcs.sch.uk



Headteacher: Mrs Therese Langford

Dear parents and carers,

Wrap Care pre-booking

We are very pleased that so many children are coming to Breakfast Club and After School Care. However, to make sure that we are adequately staffed for the number of children attending, we must ensure that **all children** are booked into Wrap Care a week in advance, including for Breakfast Club. **This will be compulsory** and children who have not been booked in will not be able to come in. Mrs Langford will continue to be doing the register on the door.

Most parents and carers will be able to use School Money to book whichever sessions you need, and all weeks until the end of term are available for you to do this. There are some exceptions:

1. **Pupil Premium places** - if your child is entitled to Pupil Premium funding, they can attend Breakfast Club at no charge. They must now be booked in advance, but this must be done through the office to ensure you are not charged. Please put which sessions you would like to book in writing to the office and we will add them to the register for you. After School Care must be booked and paid for through School Money.
2. **Childcare vouchers/Tax-free childcare** - parents and carers who pay using these methods must continue to book with the office as usual. This must be done at least a week in advance for any sessions other than those you have already arranged with us.
3. **Nursery/preschool children** - preschool children are only able to come to wrap care by prior arrangement. Please speak to the office if they don't already attend and you need them to be added to the register.
4. **Problems with School Money** - if you are having issues with the system please contact the office and we will try to sort it out for you with the provider.

Due to the amount of unpaid fee's, we as a school have now had to make the decision as we are unable to financially sustain the debts incurred due to non-payments to put the following new procedure in place:

- **Any payments outstanding nearing £30 or more will have to be settled before future bookings can be made (this does not include parents and carers who pay via childcare vouchers/Tax-free childcare.)**

Please note this decision hasn't been made lightly but unfortunately if you call for any last-minute wrap care bookings and your balance is nearing £30 then your request will be reviewed directly by Mrs Langford and we cannot guarantee a place.

Can we please remind you that the cut off point for breakfast in the morning is **8.15am**, but we would appreciate it if those children who need breakfast could arrive in good time. This allows Mrs Park and Mr Leaman to provide breakfast before they need to tidy up ready for the start of the school day. Unfortunately, children who arrive after 8.15am cannot be given breakfast.

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Please accompany your children up to the door when dropping them at Breakfast Club. School staff cannot be responsible for them until they come through our doors, and their safety must always be our priority.

If you have any questions, please don't hesitate to get in touch.

Yours,

Mrs Wilkinson