



Wraparound Care Information

Terms and Conditions 2026-2027

Our Wraparound Clubs are called Sunrise (Breakfast Club) and Sunset (Afterschool Club), and are run by Thorpe Lea staff, many of whom also have roles in school during the day. In this way, we can offer consistency and continuity of provision, as the staff and children know each other well and share the same expectations as during the school day.

At Thorpe Lea Wraparound Clubs we are committed to providing:

- A positive start and finish to the children's day
- A safe environment, where children feel valued and welcomed
- Staff who are qualified and committed to the school values

Wraparound care at Thorpe Lea is very flexible and reasonably priced. Children have a choice of breakfast during Sunrise Club and light snacks within the Sunset Club.

A schedule of exciting and varied activities is devised for each of the clubs.

At Sunrise, there are various calming activities such as colouring and board games for the children to enjoy. In fairer weather, there is the chance to enjoy a short session of outside play.

At Sunset, children can engage with various activities indoors, play in the sheltered outside area and in the multi-use games area (MUGA). Children in Year 2 upward have access to the Chromebooks for homework or learning games. All zones are supervised by staff.

Places are limited within both clubs and must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding responsibilities. All bookings and cancellations are completed on line via your child's Tucasi account.

Parents wishing to use Wraparound Club are asked to carefully read the information and terms and conditions in this booklet, which are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review. If this is the case, parents will be notified of any material changes in writing and may be asked to sign and return an acknowledgement.

Thorpe Lea Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.





If you wish for your child to join the Wraparound Club please read and sign the below terms and conditions. All bookings and cancellations are made online by the parents.

Contact Information

For Sunrise queries, please contact the school office between 7.30am and 3.30pm.
Sunset contact number: *(to be confirmed before September 2026)* between 3.30pm-6pm only. All other queries should be sent via Studybugs message before 3.30pm

Opening Hours

Sunrise is open from 7.40am.

Children in Year groups 2-6 walk to class at 8.40am, younger children are supervised. The cut off time for serving breakfast is 8.15am, so please ensure your child is dropped off with plenty of time if you would like them to have breakfast.

Sunset is open from 3.15pm -6.00pm. Sunset will not run on the last day of each term.

Wraparound care will not be available on INSET days.

There may also be exceptional days throughout the year when the Sunset is not open. These days will be shared with you via Studybugs and the Swan's Bill with as much notice as possible.

Wraparound Charges and Menus

Sunrise

The fees are:

- £5.50 per session. Children requiring breakfast should arrive before 8.15am to give them time to eat. They can choose from a buffet of healthy fruit, cereals, milk, squash, yoghurts, and toast, with a choice of honey, butter or marmite.

Sunset

The fees are:

- 3.15pm - 4.45pm. (short session) cost £7.00. This session includes a light snack, water or squash and activities. *N.B. If your child attends an afterschool enrichment club (dance/football etc), parents will not be charged for the enrichment club if the child is attending Sunset afterwards.*
- 3.15pm - 6.00pm (whole session) cost £13. This session includes activities, fruit, vegetable sticks, water, light snack and activities.

We follow the statutory guidelines and we meet individual dietary and allergen needs. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.





Late Collection

We appreciate that there could possibly be an odd occasion when parents may be late due to unforeseen circumstances. If this is the case, parents should inform Sunset staff by telephone. However, persistent lateness will result in a late pick up charge.

Late pick up will be charged at £5 first 10 minutes then £5 per additional 5 minutes.

Arrival for Sunrise

For parents using Sunrise, we ask that you walk your child into the foyer and press the bell whereby a member of staff will collect your child(ren) and walk them into club. The children will then sign themselves in against the register printed. This is to ensure the safety and safeguarding of all our children. We are not able to accept any children into Sunrise, without a confirmed pre-booked place.

Arrival at Sunset

For the children who attend Sunset, they will be accompanied (Rec to Yr2) to the room by a member of Thorpe Lea staff and staff will sign them in. Children in Yrs 3-6 that appear on the club register for that day, will walk to the room and sign themselves in.

Booking process and payments

All bookings and cancellations must be made online via Tucasi. Please note, office staff will be unable to book a place for your child if there is insufficient credit on the account.

Payments can be made using Tucasi or by using Childcare Vouchers or Tax-Free Childcare. All payments must be made in advance of attendance.

If you would like to make a payment via Childcare Vouchers or Tax-free Childcare, please message via Studybugs to notify us of the provider.

On your child's Tucasi account you will see the codes for booking your child's place on the calendar. If you are unsure which code to select, please contact the office on 01784 456398 who will be happy to assist.

All bookings should be made by parents in advance. Tucasi does not allow parents to book for sessions taking place in less than 24hrs. If a parent requires an emergency, ad-hoc session for Sunrise, the fee will be £7.

We would request that all bookings are paid for and made in advance before the Monday of the week of your sessions. This helps us to ensure the staffing ratios and plan catering.





Cancellations of bookings

If parents have booked their child into Sunrise but decide, on the day, not to bring their child, the booked session fee will still be charged. If the child is reported as absent that day, the session fee will be credited back to the child's account for future use.

If parents have booked their child into Sunset but decide, on the day, to collect their child at the usual school collection time, the booked session fee will still be charged. If a child is absent, or goes home during the day unwell, the session fee will be credited back to the child's account for future use.

If there any future bookings that you need to cancel it is the parents' responsibility to do this online please.

Security and collection from Sunset

For security and safeguarding purposes, only those named on the authorised collection form will be allowed to collect your child. We will also not allow any child to depart from the club unless the person collecting is over 16 years of age.

Adults collecting any child/children must press the bell on arrival at the Nursery pedestrian gate. A member of staff will then bring your child out to you and you will be asked to sign them out.

Sickness

If a child is showing signs of being unwell whilst they are in either Sunrise or Sunset, staff will notify the parent/carer and ask them to collect their child.

Staff at the club cannot administer any form of medication unless a pupil medication form has been completed and returned to the school office prior to the session.

If your child has any regular medication held at school, please provide an additional set of medication for the Wraparound Club to hold.

Medication

If you child has/needs any medications in school i.e. an inhaler, epipen etc. you will need to provide a set also for the Wraparound Care.

Behaviour

The Wraparound Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. Parents understand that if their child persistently contravenes the expectations, discussions will take place with the School Leadership Team, and could potentially result in attendance being withdrawn.





Parental Conduct

Our staff work to the highest standards of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner and conduct themselves accordingly at all times whilst on the school premises, and in the company of our pupils, to ensure their safety and welfare.

School Agreement

We agree to:

- ✓ Provide a safe, stimulating and caring environment where children and parents are valued.
- ✓ Not allow any child to leave the After School Club with anyone other than those authorised by the parent/carer.
- ✓ Notify parent/carer if a child is showing signs of being unwell and making every attempt to contact one of the people listed on the Registration sheet to arrange collection of the child.
- ✓ Ensure that all children are always supervised during club opening hours and the full duration of their stay.

Pupil and Parental Agreement

I agree to:

- ✓ Be kind to others and share the equipment.
- ✓ Always treat the equipment with respect.
- ✓ Tell an adult if I have a problem.
- ✓ Always consider the school values.
- ✓ Respect myself, all staff and other children and always behave sensibly.

Sunrise and Sunset are part of Thorpe Lea Primary School governed by the school's local governing body.

