

"Learning Today, Leading Tomorrow"

Bishops Down Primary School

www.bishopsdownprimary.org



Policy for WAC & Play Scheme Admissions & Fees

Date Agreed: June 2018

Date for Review: June 2019

Updated by: WAC Manager

Reviewed by: Resources Committee

Wrap Around Care and Play Scheme

Admissions and Fees

Our Wrap Around Care and Play Scheme provision is committed to providing a fair and open admission system that offers a competitively priced and good value service.

Admissions

The School Gateway App will tell parents whether spaces are available in WAC or the Holiday Playscheme. The school website should be consulted on the booking procedures. The Parent/Guardian Agreement form must be completed before the child takes up their place in WAC or the Holiday Playscheme there are links to these on the school website.

Fees

Details of the costs for Wrap Around Care and Play Scheme can be found on our website.

<http://www.bishopsdownprimary.org/wac-and-holiday-play-scheme>

- As from 1st June 2018 all Wrap Around Care/ Play Scheme provision will be paid for in advance via the School Gateway System. The free app must be downloaded see the school website for instructions on how to do this.
- New bookings for the Holiday Playscheme cannot be made via the app until an email has been sent to the school providing essential personal details. See the website for further details.
- Payment must be made at time of booking via the app, bookings are confirmed upon payment as long as the WAC Agreement Form or the Holiday Playscheme form has been completed and submitted to the school.
- Regular sessions should be booked in advance, preferably at the start of term via the app.
- Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Wrap Around Care /Play Scheme.
- If your child is in receipt of Pupil Premium and requires a Wrap Around Care place during term time, they are entitled to up to £15 worth of child care per week. For Holiday Playscheme they are entitled to £30 a week. Parents/Carers who receive Pupil Premium must advise WAC Manager of sessions required at least a week in advance (subject to availability and staffing).
- Parents/Carers should consult the School Gateway App to check availability of and to book ad hoc sessions.
- Playscheme sessions will be confirmed once the manager or administration assistant is in receipt of a signed Agreement Form and payment has been made via the app.
- A least a week's notice (by email) is required for cancellation in order to receive a refund. With regards to illness, the first day is charged but subsequent days will be refunded if Wrap Around Care /Play Scheme have been notified on day 1 of illness.

Agreed by Full Governing Body _____

To be reviewed by June 2019

Signed..... (WAC Manager)