



## **Wake Up and Wind Down Terms and Conditions**

### **1. Admissions:**

Children who attend Wake Up and Wind Down are on roll at Whitkirk Primary School. Children are allocated set sessions throughout the week. Any children who do not typically attend wraparound, or are new to the school, should email [wpswraparound@wps.rklt.co.uk](mailto:wpswraparound@wps.rklt.co.uk) to enquire about availability.

### **2. Days and hours of opening:**

The club will open Monday-Friday 7:30 – 8:45 and 15:15 – 17:50 during term time. Holiday club availability will be shared the September of each academic year and the club is open between 8:00 and 17:30.

Children should be collected no later than the contracted hours. If children are collected late, there will be a charge of £10 for every 30 minutes that parents are late collecting their child. Please ensure that you have contacted the club in advance via the Wraparound mobile number: 0754168459.

### **3. Meals and snacks:**

All children attending Wake up and Wind down will be offered a healthy snack. Allergies and medical conditions are catered for as per school policy. Parent/ carers must inform the school office **and** wraparound of any changes.

### **4. Fees:**

Parents will receive an invoice at the beginning of each half term detailing their fees for that half term. These fees should be paid via Arbor. The Admin team will follow up outstanding fees at the end of each half term. In the event that fees are outstanding for more than one month, the school reserves the right to cancel your child's place. If you are having difficulties paying club fees, please speak to the Wraparound Manager.

### **5. Cancellations:**

If you wish to withdraw your child from Wake up and Wind down, one month's notice is required or payment in lieu of notice.

If your child is booked onto holiday club, two weeks' notice prior to the school holidays is required or full payment will still be charged.

**Whitkirk Primary School** Templegate Walk, Leeds, West Yorkshire LS15 0EU

☎ 0113 2606203 ✉ [office@wps.rklt.co.uk](mailto:office@wps.rklt.co.uk) 📘 WhitkirkPrimarySchool [www.whitkirk.org](http://www.whitkirk.org)

Headteacher: Miss G Quarmby

**Learning Trust Alliance Teacher Training Teaching School Hub**

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