



Wake Up and Wind Down Terms and Conditions

1. Admissions

Children attending Wake Up and Wind Down must be on roll at Whitkirk Primary School. Children are allocated specific sessions throughout the week. Families new to the school or not currently using the wraparound service should email [**wpswraparound@wps.rkit.co.uk**](mailto:wpswraparound@wps.rkit.co.uk) to inquire about availability.

Days and Hours of Opening

The club operates Monday to Friday during term time:

- **Morning sessions:** 7:30 AM – 8:45 AM
- **Afternoon sessions:** 3:15 PM – 5:50 PM

Holiday club availability will be shared in September each academic year. During holidays, the club operates from 8:00 AM – 5:30 PM.

2. Late Collection:

Children must be collected no later than the contracted hours. A charge of £10 will be applied for every 30 minutes a parent is late. Please inform the club in advance of any delays using the Wraparound mobile number: **0754168459**.

3. Meals and Snacks

All children will be offered a healthy snack. Allergies and medical conditions are accommodated in line with school policy. Parents/carers must inform the school office and Wraparound staff of any changes to their child's needs.

4. Fees

Invoices are issued at the beginning of each half term and must be paid via Arbor. Outstanding fees will be followed up by the admin team at the end of each half term. If fees remain unpaid for more than one month, the school reserves the right to cancel your child's place.

If you are experiencing difficulties paying fees, please contact the Wraparound Manager to discuss alternative arrangements.

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

☎ 0113 2606203 ✉ office@wps.rkit.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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Company number: 7523507. Registered office: Red Kite office, Pannal Ash Road, Harrogate, North Yorkshire HG2 9PH



5. Cancellations

- **Withdrawing from the service:** One month's written notice is required if you wish to withdraw your child from Wake Up and Wind Down. Alternatively, payment in lieu of notice will be charged.
- **Holiday club cancellations:** If your child is booked into holiday club, cancellations must be made at least two weeks before the start of the school holidays. Failure to provide two weeks' notice will result in full payment being charged.
- **Unforeseen school closures:** In the event of an unplanned school closure (e.g., due to adverse weather or other emergencies), charges for pre-booked wraparound places will still apply.

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