

Miss E Hickling
Executive Headteacher

Mrs L Sanchez Daviu
Head of School

Tel/Fax: 01622 842674



Kingswood Primary School

Cayser Drive
Kingswood
MAIDSTONE
Kent
ME17 3QF

Email: office@kingswoodkentsch.co.uk
Website: www.kingswood.kent.sch.uk

2nd November 2021

Dear Parent/Carer,

Thank you for accessing the ASPIRE Wrap-around care at Kingswood Primary School.

After a term since its inception, I hope you agree that it has been the start of a successful programme. So for Term 2, I wanted to take the opportunity to outline areas of the provision in more detail, as this is a self-funding provision and we need to ensure it continues. This way, both School and Parents/Carers will have an understanding of its expectations, with the aim of it running even more smoothly. This will also help both parties organise provision succinctly, especially where we have some busy terms coming up.

The following is a Wrap-around Care Provision Agreement between Kingswood Primary School and Parents/Carers.

The agreement:

Booking your child/ren onto the provision:

- Parents/Carers agree to fill out the Wrap-around care application form, outlining dates and times required, prior to booking children onto the provision. The school will confirm that a place has been allocated.

Changes to bookings:

- Parents/carers agree to inform us, a term in advance, of any **major** changes to the **reduction** of dates and times, or cancellation of the provision in its entirety.
- Parents/Carers agree to give us a week's notice of any changes to dates and times.
- We agree to give parents/carers a month's notice if wrap-around care is cancelled, due to a Kingswood event in the hall.
- We agree to endeavour to accommodate any increases to your child's provision within the same term.
- Parents/carers agree to understand that we may not be able to accommodate an increase to your child's provision without 24 hours' notice. Therefore please do not rely on dropping them off on the day the provision is needed.

Menu:

We offer a varied breakfast and after school menu.

The breakfast consists of cereals, bagels, breakfast bars (yoghurt or oats), crumpets and toast, with different options of toppings. We also have a cup of tea, juice and water.

After school, children are offered a jam, ham or cheese wholemeal/50:50 sandwich or cheese and crackers, a bag of crisps, fruit, small box of raisins, a small chocolate bar/cereal bar. Children are also offered sugar-free squash or water.



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- We agree to follow any requests from parents/carers as to food/drink they do not wish their child/ren to eat.
- We would ask that parents/carers agree to explain any food restrictions they request with their child/ren, so they understand when staff offer them an alternative.
- Parents/Carers agree to understand that we will not be able to offer any specific foods, unless stated by medical/dietary evidence.

Drop Off:

- We require children to be dropped off between 7.30am and 8.00am.
- Parents/Carers agree to drop off between this time and understand that we may not be able to admit children after this time.

Pick Up:

- Parents/carers agree to understand that they may be charged for the next hour's cost, if they are more than 5 minutes late to pick their child/ren up.
- We agree to accommodate where we can in the case of an emergency with late pick up.
- Parents/Carers agree to understand that we cannot accommodate 'emergency late' pick ups on more than two occasions in a term, without an additional charge.
- If an alternative person is picking up, parents/carers agree to let the office know.
- Parents/carers agree to understand that without prior notice of an alternative person picking up, children will not be released from the provision to that person.
- School agrees not to release children without a parent/carer picking up, or prior notified adult.

Clubs:

- Parents/Carers agree to understand that child/ren can attend after school clubs and then join the wrap-around care provision afterwards, if already booked in for the day/time, where the cost will stay the same.

Fridays:

- Picking up before or at 4.00pm Fridays - Parents/Carers agree to walk around to the library door to pick up their child/ren.

Walking home:

- Parents/Carers agree to understand that children cannot walk home from Wrap-around care under any circumstances and need to be picked up.



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Please sign below to confirm that you understand and agree to the conditions above and to confirm your current requirements.

Kind Regards

Mrs L Sanchez Daviu
Head of School



WRAP AROUND CARE AGREEMENT 2021 - 2022

CHILD'S NAME: - _____

PARENTS NAME: - _____

I confirm that I have read, understood and agree to adhere to the terms and conditions as detailed above for Wrap Around Care

PARENT'S SIGNATURE: - _____

DATE: - _____

SESSIONS / TIMES REQUIRED (please tick appropriate box)

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM 4pm	PM 4pm	PM 4pm	PM 4pm	PM 4pm
PM 5pm	PM 5pm	PM 5pm	PM 5pm	PM 5pm
PM 6pm	PM 6pm	PM 6pm	PM 6pm	PM 6pm

