



September 2025

Dear Parent/Carer,

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

We hope you agree that it has been a successful programme, which we are pleased to continue in September 2025. This will also become accessible to the Year R entrants from the week commencing the 15th September 2025. However, we would kindly ask that any child who has an EHCP, additional need and/or SEND provision has a meeting with the team beforehand.

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

We ask all parents and carers to complete and sign the wrap-around agreement - outlined on the next page - before their child starts the provision. Failure to do so, may result in your child/ren not being able to access wrap-around. We kindly ask all parents and carers - both new and existing - to complete and sign a new agreement for the academic year 2025-2026.

The following is the 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.

Any child with a SEND must approach the school prior to completing the application.

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.
- We understand you may wish to forfeit the provision on the odd occasion and pick up your child at the classroom door. If this is the case:

prior arrangements - please ensure you give at least 24 hrs notice, verbally on the door or emailed to the office.

last minute - ensure you are going around to the office and personally telling reception that you have taken your child, so they can let wrap-around know for safeguarding purposes.

- Both scenarios may still incur a charge.
- If you do not comply with the above, we regret this may jeopardise your child/ren's place within the provision.

Menu:

We offer a varied breakfast and after school menu and look at healthy options, however, we do offer the odd treat!

- We agree to follow any requests from parents/carers as to food/drink they do not wish their child/ren to eat.
- We ask parents and carers to communicate the above with us and not send this information via their child/ren.
- 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.
- Parents and Carers understand that the provision does not offer an unlimited menu. If your child/ren is particularly hungry in the morning, or after school, then they may wish to bring an additional snack with them, following the school's healthy eating policy.

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

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. After **8.05am** there will only be cold food options available.
- The outside gate will be closed at 8.05am. When a parent/carer arrives after this time, they may have to wait to be let in due to staff facilitating breakfast and activities in the hall and not being near the buzzer situated in the front office.
- Threshold - we would ask, in order to follow safeguarding procedures, that at no point must a parent/carer cross the green internal door on drop off.
- If your child/ren is booked in for a specific 'arrival time' before 8.00am, we reserve the right to ask staff to start later if all children on that day are arriving after a certain time. If you drop off your child at 7.30am, but you have not specified this arrival time, then staff may not yet have opened the gate.
- Staff agree to open the gate for a prompt start based on allocated times.

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.
- 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, until a confirmation from the parent or carer has been obtained.
- Parents and Carers are able to notify the office in writing if there is going to be an alternative adult on a regular weekly basis to collect their child/ren, which we will keep on file for the wrap-around register. However, please do not send an alternative adult on this day/s if you have not notified us prior to the change, as we will follow the above point's protocol
- School agrees not to release children without a parent/carer picking up, or prior notified adult.



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- If a parent/carer is going to be late, the wrap-around staff can be contacted via the school office number. If they do not pick up on the first attempt, please try again.
- Any pick-ups after 6.00pm will incur a charge.
- If a parent/carer does not alert the school that they are going to be late for their session ending, or they do not alert us if they are going to be later than 6.00pm, safeguarding procedures will be followed.
- Threshold - we would ask, in order to follow safeguarding procedures, that at no point must a parent/carer cross the green internal door on pick-up.

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. A note will be on the front door if this is necessary.

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.

Outside provision:

- During the dry/warmer months, the staff will take your child/ren outside to enjoy the field or playground. A note will be placed on the front internal security door to alert parents and carers that they are on the field for pick up. Please feel free to walk around the path to pick up your child.

Respect and Kindness:

- All adults; staff and parents/carers, agree to treat each other with the utmost respect and kindness at all times; during drop-off and pick-up, and whilst communicating.
- All staff agree to treat children with respect and kindness during the out of hours provision.
- All parents and carers agree to support us with ensuring all children treat wrap-around staff with respect and kindness at all times.



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- Parents and Carers understand that any concerns raised by an adult within the wrap-around provision will follow Kingswood's behaviour policy. If this occurs on a regular basis, your child's place may be forfeited.
- If a parent or carer has a question or concern about the provision, they agree to direct it to Mrs Sanchez Daviu via the office.

Charges:

From September 2025 the costs, at the moment, will be staying the same.

If we see a substantive rise in the cost of living, we may have to increase costs to keep the provision running, as we do not qualify for funding or grants.

However, we will give parents and carers at least two term's notice if we need to do this.

- Breakfast Club:
Drop off between 7:30am & 8:00am - £5.00
- After School club:
collection between 3.15pm-4.00pm - £5.00
collection between 4pm & 5pm - £7.50
collection between 5pm & 6pm - £10

We would ask that payment is made in advance or on the day of the session at the latest.

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



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Executive Headteacher

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WRAP AROUND CARE AGREEMENT 2025 - 2026

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

