

# Enmore Church of England Primary School

‘Those who are taught here must  
go out and teach others’  
*Rev J. Poole, Founder, 1810*



‘I have set you an example that you  
should do as I have done for you’  
*John 13: 15*

ENMORE, NR. BRIDGWATER, SOMERSET, TA5 2DX

TELEPHONE: (01278) 671370

E-mail: [office@enmoreprimaryschool.org](mailto:office@enmoreprimaryschool.org)

Website: [www.enmoreprimaryschool.org](http://www.enmoreprimaryschool.org)

**Wrap Around Care – September 2024**

**Headteacher: Mr. Duncan MacRae**

## REGISTRATION FORM

**Child's Details: (Please complete a separate form for each child).**

Name	
Date of Birth	
Address	
Emergency contact 1 (Name)	
Relationship of contact 1 to child	
Contact 1 Telephone Number	
Emergency contact 2 (Name)	
Relationship of contact 2 to child	
Contact 2 Telephone Number	
Emergency contact 3 (Name)	
Relationship of contact 3 to child	
Contact 3 telephone number	
Doctors Name	
Doctors telephone number	
Payment Method	Credit/Debit Card/ChildCare Voucher
If Childcare Voucher – Please state provider AND which parents name it is in	

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Full contact details and photo permission information will be the same as for those held on the school records.

## About Your Child:

Please detail any additional/special needs:

Please detail any medical needs including details of any regular medication:

Please detail any allergies:

Please detail any dietary requirements:

Any additional information

**I consent to my child detailed in this registration form attending this wraparound care.**

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## TERMS AND CONDITIONS

### **General Information**

- The Wraparound care provision (‘WAC’) will be run by Enmore Church of England Primary School (‘the school’)
- WAC is available to all children from Year R to Year 6 who attend the school
- The sessions will usually be held in Class 3, although in the afternoon there will also be outside play on the playground and/or school field, if weather conditions permit.
- Children should be handed over at / collected from the fire exit door in Class 3 from a member of WAC staff.
- WAC is supervised by two Playworkers/Assistants

### **Opening Times**

- Monday – Friday from 8.00am – 9.00am. Breakfast service stops at 8.30am
- Monday – Friday from 3.30pm – 5.00pm
- There are no sessions on INSET days or during school holidays

### **Costs**

- Charge per child - £4.50 per hour or part hour thereof  
(Charges are correct at time of publication and are subject to change. When changes are made, parents/carers will be given one month notice in advance).

### **Booking and Payment Arrangements**

- A registration form must be completed annually for each child before their first attendance of the academic year at WAC. The registration form can be found on the school website [www.enmoreprimaryschool.org](http://www.enmoreprimaryschool.org) under the ‘Parents’ tab or obtained from the school office.
- Bookings must be made using the school’s online booking system SCOPAY. You will be sent a link code to register for the system, once you have submitted your Wrap Around Care Registration form.
- Bookings cannot be made without credit being available on your account to pay for sessions requested.
- A late collection fee of £10 per quarter of an hour will be charged for any occasion your child is not collected by the end of the session booked.
- Government Tax Free Childcare vouchers are accepted.
- Salary Sacrifice Childcare vouchers are accepted. Parents should let the School Office know which childcare voucher provider their employer uses, so that they can be registered with the school.

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- If your child is attending school, but will not be attending a booked WAC session (eg. They are going home with a friend or being collected early for an appointment), please let the office staff know they will not be attending WAC so the Playworkers are not looking for them at the end of the school day.
- No refund or credit will be given if your child is absent for any reason.

## **Additional Information**

- WAC may have to close for reasons beyond our control, for example in adverse weather conditions, or due to staff illness. In this case a credit will be offered.
- WAC will provide activities such as, reading, drawing, or playing board games. Children will play outside, weather permitting, for part of the afternoon session.
- All school policies are automatically extended to WAC.
- Breakfast is provided in the mornings (until 8.30am) and will be a choice of cereal, toast, bagels or similar and a selection of fruit juice. Snacks in the afternoon will vary and may include bagels, wraps, hot dogs, crumpets, pasta, toasted sandwiches etc.

## **PARENTAL/CARER AGREEMENT**

- I understand that the school has policies and procedures and that there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the wraparound care.
- I understand that the school’s policies and the school’s risk assessments for protective measures and procedures, will apply to wraparound care.
- Once my child is delivered/collected for the WAC he/she will be in the care of the staff until collected and signed out by a “named” responsible adult.
- I agree to the use of contact information held by the school for the purpose of communication with regards to the wraparound care.
- I will inform the school office by 8am and leave an answerphone message if necessary if my child is not attending breakfast club and by 9.30am if my child will not be attending the after school care, on a day that he/she is booked in.

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1. I agree to pay in advance for booked sessions and I understand that there will be no refund given without 72 hours prior notice of non-attendance.
2. If my child is not collected from after school care at the end of their booked session (whenever that may be), I will pay a charge of £10 per quarter of an hour to cover the costs of the staffing.
3. If my child attends a session and payment has not been received within 48 hours of that session having taken place, I understand that my child will not be able to attend further sessions of the wraparound care until payment has been received.
4. The latest collection time is 5.00pm. If my child remains at 5.30pm, after doing everything possible to contact parents and emergency contacts, then I understand that the WAC staff will may contact Children’s Social Care.
5. I understand that should there be any significant incidents at wraparound care involving my child, I will be informed of the situation.
6. I give permission for a member of staff to administer appropriate first aid if required.
7. I give permission for a member of staff to seek any necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted as soon as possible on the telephone numbers held by the school.
8. I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with the child protection policy.
9. I confirm that the information given on this form is correct and agree to notify the wraparound care of any changes in detail.
10. I understand that staff cannot be held responsible for any lost personal items.
11. I understand that my child will be provided with a light breakfast if attending Breakfast Club, subject to the times specified or a snack and a drink at after school care unless otherwise requested.
12. I accept that whilst at the wraparound care my child may get involved in messy activities.
13. The school will regularly review all our plans, procedures and risk assessments and will communicate regularly with parents where operational changes are required.
14. I have read, and, in signing this form, accept the above conditions for my child attending the wraparound care provision.

<b>Signature of parent/carer</b>	
<b>Please PRINT name</b>	
<b>Date of Signing</b>	
<b>Email Address</b>	