



Wraparound Care  
at St Anne's  
2026/27



# *Wraparound Care at St Anne's*

We are proud to offer wraparound care at the beginning and end of the school day for children aged 4–11 who attend St Anne's Catholic Primary School. Our aim is to provide a safe, welcoming, and stimulating environment that supports families with work or other childcare commitments. Both Breakfast Club and After School Club are extremely popular, so booking is essential.

Breakfast Club and After School Club are run by St Anne's Catholic Primary School, and therefore all Xavier CET school policies and procedures apply. These can be found on our school website.

## Booking Options

We offer two types of bookings:

- Secured sessions – guaranteed places for the full academic year
- Ad hoc sessions – booked as needed, when spaces are available

Please note that ad hoc availability is very limited. If you require regular childcare, we strongly recommend booking a secured session.

Ad hoc bookings will open on Arbor from 2nd September 2026.

## Wraparound Care Terms and Conditions

Please note that the information provided in this pack forms the terms and conditions for wraparound care at St Anne's. By making a booking you are agreeing to the timings, payment terms, and all procedures outlined.

## Our Christian Values

The values Christ embodied – often referred to as the Gospel values – are the foundation of our school life. These values guide our relationships, our decisions, and the way we care for one another.

Our mission is to ensure that every member of our school community feels loved, and we do this by placing Christ at the centre of all we do. To help children live out these Gospel values each day, we focus on five core school values:

Respect, Kindness, Perseverance, Forgiveness and Inclusivity.

These values shape our expectations, our behaviour, and the way we nurture every child to grow academically, socially, and spiritually.

## *Breakfast Club*

Breakfast Club runs daily from 7:30am to 8:35am on all days that school is open to children. Please note that Breakfast Club does not operate on INSET days or during school holidays, even if a holiday club is running.

Secured Bookings (guaranteed places) -£6.00 per session for the first child and £5.10 per session for each additional sibling attending on the same day. These prices apply only when the place is booked as a secured session and are subject to a minimum 1 calendar month period. Places are chargeable even if the child is absent from school or does not attend for any reason.

Ad Hoc Bookings (subject to availability)

Any remaining spaces will be offered on an ad hoc basis.

- Bookings must be made by 11:00pm the night before
- Charged at £7.00 per session
- No sibling discounts are available for ad hoc bookings
- Places can be cancelled by calling the school giving at least 24 hours notice. Cancellations requested with less than 24 hours notice will be charged at the full rate.

Please note that ad hoc places cannot be booked using the booking form. They will be available to book on Arbor from 2nd September 2026, and availability will be extremely limited.

### Breakfast Club Menu

Breakfast is served from 7:30am to 8:15am. Children are offered a selection of cereals, toast, and fresh fruit.

Please ensure your child's allergy and medical information is up to date in Arbor, so we can safely cater for their needs.

Food is included in the cost of the session. You may send your child with their own food if you prefer, but this will not alter the cost of the session.

### Important Note

You must not leave your child unattended before Breakfast Club opens. Children must be handed directly to the Breakfast Club staff at or after 7:30am when the doors open.

Any child left on school grounds or in the reception area before 7:30am will be treated as a serious safeguarding concern.

# After School Club

After School Club runs every day that school is open to children, with the exception of the last day of each term. On these dates, school closes before lunch, so After School Club will not operate: Friday 18th December 2026, Thursday 25th March 2027, Friday 16th July 2027

Please also note that After School Club is not open on INSET days or during school holidays, even if a holiday club is running.

## Secured Bookings (guaranteed places).

There is the option of 2 sessions; one with an earlier collection until 5.00pm and one with a later collection until 6.00pm.

End of school day – 5:00pm,

£13.00 per session for the first child

£11.00 per session for each additional sibling attending on the same day

End of school day – 6:00pm

£16.00 per session for the first child

£14.00 per session for each additional sibling attending on the same day

These prices apply only when the place is booked as a secured session and are subject to a minimum 1 calendar month period. Places are chargeable even if the child is absent from school or does not attend for any reason.

## Ad Hoc Bookings (subject to availability).

Any remaining spaces will be offered on an ad hoc basis.

Bookings must be made by 11:00pm the night before

£15.00 per session for collection by 5:00pm

£18.00 per session for collection by 6:00pm

No sibling discounts are available for ad hoc bookings.

Places can be cancelled by calling the school giving at least 24 hours notice.

Cancellations requested with less than 24 hours notice will be charged at the full rate.

Please note that ad hoc places cannot be booked using the booking form. They will be available to book on Arbor from 2<sup>nd</sup> September 2026 and availability will be extremely limited.

### After School Club Snack Information

A snack is served to children at After School Club from 3:15pm. Children are offered a snack along with fresh fruit and vegetables each day.

Please ensure your child's allergy and medical information is up to date on Arbor, so we can cater for their needs safely.

You may send your child with their own snack if you prefer, but this will not change the cost of the session. As we are a nut-free school, all snacks brought from home must not contain nuts.

### Weekly Snack Menu

- Mondays – Bagels with fresh fruit & veg
- Tuesdays – Pizza with fresh fruit & veg
- Wednesdays – Chicken nuggets with fresh fruit & veg
- Thursdays – Hotdogs with fresh fruit & veg
- Fridays – Filled rolls with fresh fruit & veg

Please note: options may change depending on availability.

### Late Collection Policy

Please ensure you collect your child on time for the session you have booked. Our After School Club is staffed according to the number of children booked into each session, so late collection is not acceptable. A charge of £1 per minute, per child will be applied for any late collections. There are no exceptions to this policy.

# Booking

## Secured Sessions

A secured space is defined as a regular space reserved for you on the selected sessions for the academic year 2026/27 or remainder of the academic year 2026/27 if booking after 1st September 2026. The secured sessions must be paid even if your child does not attend and are subject to a 4 week notice period to change or cancel a session.

Secured spaces are charged at a lower rate than ad hoc sessions and also include sibling discounts.

To book a secured place on either Breakfast or After School Club please complete this form <https://forms.cloud.microsoft/e/mVvGkVhAez>

Once this form is completed you will receive notification to confirm if there is space to meet your request and if available a start date.

## Ad Hoc Sessions

We have limited availability for both Breakfast Club and After School Club. While we always prioritise parents who require secured sessions, any remaining spaces will be offered as ad hoc bookings.

Ad hoc sessions can be booked on the Arbor parent portal up until 11:00pm the night before. These sessions are charged at a higher rate than secured sessions and do not include sibling discounts.

Please note:

If a session is not cancelled within 24 hours, it will be chargeable, even if it is not used. Ad hoc spaces are very limited and may not always be available. If no session appears in Arbor, it means we are full for that day. Bookings for Ad-Hoc open on Arbor on 2<sup>nd</sup> September 2026.

## Waiting List

Secured sessions are offered on a first-come, first-served basis before the start of the academic year, once new Reception places have been offered and accepted. This ensures fairness for all families.

If we receive more requests than available places, we will operate a waiting list. Places will be offered in the order in which families join the waiting list.

# Payment

## Secured Sessions

Once you have completed the secured session booking form we will check that we have availability and if so the secured sessions requested will be added to Arbor. Payment can be made using a credit or debit card or via Childcare Vouchers.

Please note that when making a payment via Childcare vouchers you must complete Childcare Voucher Payment Notification form. Failure to do so will mean that the payment cannot be applied to your account. Childcare voucher payments are manually added to your Arbor account, normally on a weekly basis. Please be aware that it is not automatic and may take up to 2 weeks show on your Arbor account.

All wraparound care payments must be up to date by the end of each term. Failure to do so will automatically cancel your secured sessions for the following term and will still incur the months notice charges.

## Ad Hoc Sessions

Payment can be made for Ad-Hoc sessions on Arbor at the time of booking. If you wish to pay for ad hoc sessions via childcare vouchers you must inform us that you have a Childcare Voucher account so we can amend your Arbor account to allow you to book without pre-payment.

All wraparound care payments must be up to date by the end of each term. Failure to do so will prevent you from booking future ad hoc sessions until your account is cleared.

## Financial Assistance

If you are worried about how you will pay for wraparound care please make an appointment to have a confidential discussion with the Headteacher or the Home School Link Worker - [hslw@stannes-chertsey.surrey.sch.uk](mailto:hslw@stannes-chertsey.surrey.sch.uk)



# Contacting us...

If you have any questions or need to contact the Breakfast or After School Club teams please use the below contact information.

Please note that our staff are busy working in the classroom during the school day so responses maybe slower by email.

If you need to contact us urgently please call the school office on

01932 562251 from 8:30am-3:45pm

Breakfast Club

Manager - Mrs F Dyer

[sunrise@stannes-chertsey.surrey.sch.uk](mailto:sunrise@stannes-chertsey.surrey.sch.uk)

After School Club

Manager - Miss L Clarke

[sunset@stannes-chertsey.surrey.sch.uk](mailto:sunset@stannes-chertsey.surrey.sch.uk)

07786 533192 (monitored between 3.00pm-6:15pm during term time)



# Terms & Conditions

## 1. Eligibility & General Principles

- Wraparound Care is available to children aged 4–11 who attend St Anne's Catholic Primary School.
- Breakfast Club and After School Club operate under all Xavier CET and school policies, including behaviour and safeguarding.
- The school's Gospel values and ethos apply at all times.

## 2. Operating Times

- Breakfast Club: 7:30am–8:35am on all school days (not open on INSET days or holidays).
- After School Club: End of school day until either 5pm or 6pm.
- After School Club is NOT available on the final day of each term when school closes before lunch.
- Wraparound Care does not operate during school holidays, even if a holiday club is running.

## 3. Fees & Charges 2026/27

### Secured Sessions (Regular Bookings)

- Breakfast Club:
  - £6.00 per session (first child)
  - £5.10 per session (each additional sibling)
- After School Club:
  - Until 5pm: £13 (first child), £11 (siblings)
  - Until 6pm: £16 (first child), £14 (siblings)
- Secured sessions must be paid even if the child does not attend.
- A 4-week notice period applies to any changes or cancellations.
- Secured sessions can only be booked using our booking form and only if space is available.

### Ad Hoc Sessions

- Breakfast Club: £7.00 per session (no discounts)
- After School Club:
  - Until 5pm: £15
  - Until 6pm: £18
- Ad hoc bookings must be made by 11pm the night before.
- If not cancelled giving a minimum of 24 hours notice, the session is chargeable. Cancellations can only be made by phone.
- Ad hoc bookings can be made by parents via the Arbor Parent Portal. Cancellations can only be processed by the school.

### Late Collection Fees

- £1 per minute per child for any late collection beyond the booked session time. These will be added to your account on each occasion you are late to collect.

## 4. Booking Rules

### Secured Sessions

- Booked via the school's online form.
- Allocated on a first-come, first-served basis each academic year.
- If sessions are full, families will be placed on a waiting list in order of request.

### Ad Hoc Sessions

- Booked via Arbor Parent Portal only.
- Availability is extremely limited and not guaranteed.
- If no session appears in Arbor, the day is fully booked.

## 5. Payment Requirements

- Payments can be made via debit/credit card or childcare vouchers.
- Childcare voucher users must complete the Childcare Voucher Payment Notification Form.
- Voucher payments may take up to 2 weeks to appear on Arbor.
- All accounts must be fully paid by the end of each term.
  - Failure to do so will:
    - Cancel secured sessions for the following term, and
    - Still incur the 4-week notice charge.

## 6. Food & Allergies

### Breakfast Club

Breakfast served 7:30–8:15am (cereals, toast, fruit).

Food is included in the session cost.

### After School Club

Snack served from 3:15pm (bagels, pizza, chicken nuggets, hotdogs, filled rolls, fruit & veg).

Menu may change depending on availability.

### Allergies

Parents must ensure all allergy and medical information is up to date in Arbor.

There is no reduction in cost of wraparound care if you decide to supply your own snacks.

The school is nut-free; snacks brought from home must not contain nuts.

## 7. Safeguarding & Supervision

Children must not be left unattended before 7:30am.

Children must be handed directly to Breakfast Club staff at or after 7:30am.

Parents must collect children promptly at the end of their booked After School Club session.

## 8. Behaviour Expectations

All school behaviour policies apply during Wraparound Care.

The school reserves the right to withdraw access to Wraparound Care if behaviour is unsafe or repeatedly disruptive.

## 9. Cancellations, Changes & Non-Attendance

Secured sessions require 4 weeks' notice for any change or cancellation.

Ad hoc sessions can only be cancelled by calling the school. Sessions will be chargeable if 24 hours notice is not given. .

Refunds are not issued for non-attendance.

## 10. Financial Assistance

- Families experiencing financial difficulty may request a confidential meeting with the Headteacher or Home School Link Worker.

## 11. Contact Information

- Breakfast Club: sunrise@stannes-chertsey.surrey.sch.uk
- After School Club: sunset@stannes-chertsey.surrey.sch.uk
- ASC phone (3.00pm–6.15pm): 07786 533192
- School Office (urgent queries): 01932 562251 (8:30am–3:45pm)