Outwood Primary Academy Lofthouse Gate
Canal Lane, Lofthouse, Wakefield, West Yorkshire, WF3 3HU
Tel: +44(0)1924 821160
Web: www.lofthousegate.outwood.com
Principal Emma Cadman

Wraparound Care

Outwood Primary Academy Lofthouse Gate

Day	Operating Times	Operating Times
Monday	*7.45am to 8.45am*	*3.15pm to 6.00pm*
Tuesday	*7.45am to 8.45am*	*3.15pm to 6.00pm*
Wednesday	*7.45am to 8.45am*	*3.15pm to 6.00pm*
Thursday	*7.45am to 8.45am*	*3.15pm to 6.00pm*
Friday	*7.45am to 8.45am*	*3.15pm to 6.00pm*

Parents/carers must ensure all details held by the school in relation to your child/children are accurate and up-to-date. This includes the contact details of all collectors of your child/children. You may also be asked to provide a collection password. Wraparound provision operates term-time on school days from 7.45am until school begins at 8.45am and from the end of the school day at 3.15pm until 6.00pm.

Admissions

The wraparound provision welcomes all children who attend Outwood Primary Academy Lofthouse Gate from Reception to Year 6.

- Places are to be booked and paid prior to attendance and will be allocated on a first come, first served basis
- When the club is full, places will be allocated on a waiting list with those waiting longest allocated a place first.
- Registration Google forms will be provided at the start of each academic year or when requested. Information provided will be treated confidentially. Any changes that happen mid-year, please update a member of staff using the contact details below.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales
with company number 06995649. Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF. VAT number: 158 2720 04. Outwood Grange Academies Trust is an Exempt charity. A list of Directors' names is open to inspection at our registered office.

Behaviour and Conduct

The wraparound provision aims to promote positive behaviour by following our academy expectations of 'be safe, be respectful, be responsible.'
The staff aim to provide a safe, stimulating and happy environment for all children. The wraparound staff may take reasonable, appropriate action to address disruptive behaviour, which could include exclusion if necessary.

Charges and Fees

Provision is charged (as of 1st September 2025);

7.45am to 8.45am - £5.00 per child
3.15pm to 4.15pm - £5.00 per child
3.15pm to 5.15pm - £10.00 per child
3.15pm to 6.00pm - £13.75 per child

Parents are liable for all sessions booked, However, if sessions are block booked to secure child care, payment will be expected for all sessions booked even if children do not attend.

Breakfast will be served between 7.45am and 8.15am.

Light snacks will be provided between 3.15pm and 5.15pm.

Payment for sessions is in **advance** through ParentPay, our online payment service.
Payments in arrears (including late fees) for more than two weeks will prevent further sessions to be attended until arrears clear.

Booking and Payment

All bookings are solely to be made via the ParentPay Clubs module. Payment will be required at the time of the booking. You must book and pay for your place in advance, the minimum advance notice to book and pay is **12.00pm the previous day.** This is to ensure we have the correct adult to child ratio for all children in the provision.

Payment via tax-free child credit
Please ensure you update your GOV account to direct payments to Outwood Primary Academy Lofthouse Gate.

Payment via Childcare Vouchers
You will be provided with the school provider number from the school office in order to pay via childcare vouchers.

Once you have made a payment, please complete the Google spreadsheet so the finance team knows where to allocate the money.

https://docs.google.com/forms/d/e/1FAIpQLSfQNqyCREo_GrRluo5_5y__6Gw1Kp54R7lPt_hdRDbMTNPexg/viewform?usp=header
Please keep in mind payments may take time to clear through the system so try to do this in advance of when you need to book.

Amendments to Bookings or Closures

Once a booking has been made, there is no ability on ParentPay to make a change. Should you wish to make any amendments to bookings made, you would need to speak to the school office. Amendments will only be honoured with a minimum of 24 hours' notice. Should the wraparound provision need to close due to unforeseen circumstances, refunds will be given.

The Wraparound childcare provision reserves the right to refuse any child entry until payment is made. There can be no reduction for absences as costs are still incurred.

Late collection

It is extremely important that children are collected **on time** from the wraparound provision childcare. **The wraparound provision finishes promptly at the end of your booked allotted time. Please be aware that late collection after this time will incur a charge of £20.00.** Persistent late collection or failure to pay any penalty may result in the child's place being withdrawn. Late collection can pose the problem of appropriate staffing ratios and staff having to remain on-site to care for children after the wraparound provision childcare has closed.

Parents/carers are asked to notify/telephone in advance of late collection. If a child has not been collected **15 minutes** after the expected time of collection, and the parent/carer has not made contact, we will attempt to contact you.

We will contact Social Care Direct if a child is left for more than **1 hour after the expected time** of collection, and parent/carers have not made contact or been contactable.

Safety

A register is taken for children on arrival. Children only become the responsibility of the wraparound provision once the child has entered the building.
Your collector must be over 16 years old and children are not permitted to walk home alone from wraparound provision. Children will not be permitted to leave with an adult unknown to staff.
In the event of a person unknown to staff or someone who was not expected arriving to collect the child, the parent/carer/emergency contact will be contacted.
In cases of parental separation, when one parent is denied the right to collect the child by a court order this will be upheld by staff.
Parents/carers must update the school office of any changes to contact information as soon as possible.

Child Protection

The wraparound provision follows the Outwood Primary Academy Lofthouse Gate Child Protection Policy.

Emma Cadman, Principal, is the designated person responsible for Child Protection. Concerns are to be logged on Child Protection records. The Governor responsible for Child Protection is Roberta Agyei Agyepong.

Fire Procedure

Fire Notices are on display in all rooms.
Staff to evacuate the premises and assemble on the nearest playground.

Medication

In line with school policy, staff will only be able to administer medicine if the medication has been brought into the **school office first**, and we receive parental consent via our Medical Tracker system. The medication must be in its original packaging and the prescribed label is clearly visible.

First Aid and Accidents

A first aider will be available.
Accidents will be logged accordingly.
Parents will be informed by telephone in the event of an emergency.

Illness

If a child becomes ill during a session every attempt will be made to contact you, or one of the emergency contacts that we hold on your child's records to arrange collection, therefore please ensure all contact details are up to date and correct.

In case of a minor accident, first aid will be administered by qualified first aiders. In a case requiring more than basic first aid, every attempt will be made to contact you or an emergency contact on our records to advise or discuss the action to be taken.
Details of all accidents & medication administration is held on our Medical Tracker system and the details of any accidents/incidents and administered medication will be shared with you as appropriate.

Complaints procedures

We will endeavour to provide a high-quality service for children and will seek feedback from parents/carers from time to time, if you have any concerns please speak to a member of staff within the provision in the first instance.
Staff performance is reviewed regularly. However, from time to time a parent or child may feel that they have a complaint against some aspect of the setting, or an individual member of staff. Usually it should be possible to resolve any problems as they occur.

If for any reason the concern cannot be addressed then you should contact the Principal who will be pleased to arrange an appointment with you. The Principal will also be able to give you information about the OGAT procedure for handling complaints. Ofsted's contact details can be found on the school website.

Changes to Terms and Conditions

The terms of the wraparound provision may be subject to change following review in order to ensure the provision remains sustainable. A half term notice (or no less than 6 weeks) will be given for any changes made.

Termination of this Agreement

By you:

Once your child has been allocated a place on the wraparound provision roll, you must give four school weeks' notice to terminate the agreement for use of this provision. Any session within the notice period must be paid in full with no credits issued. The wraparound provision is additional care outside normal school hours.

By Outwood Primary Academy Lofthouse Gate:

The following reasons (not exhaustive) will be considered when deciding whether the school will terminate the agreement with you for wraparound care:

Persistent non-payment of fees

Persistent unacceptable behaviour

Persistent late collection

If there are any of the above issues occurring within the provision the school will contact you to discuss matters arising and any appropriate action. The school reserves the right to terminate without notice, should the above circumstances not improve or where there is a safeguarding risk.

Policies

The wraparound provision's childcare policies and procedures reflect the school policies and procedures available on the school website.

Contact Information

School Office Number: 01924 821160

Wraparound Mobile Number: 07711 556822 (for use before/after school hours)

Email Address: enquiries@lofthousegate.outwood.com

Signed Agreement

My child is permitted to attend the wraparound provision and I understand and agree to the above terms and conditions:

Signed:_____ Date: _____

Print Name: ……

Child/Children's Name…….

……..