Outwood Primary Academy Greystone
Quarry Moor Lane, Ripon HG4 1RW
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Web: www.greystone.outwood.com
Head of School: Mrs Sam McCarthy

Tuesday 22nd April 2025

Dear Parents/Guardians,

Wraparound Provision at Outwood Primary Academy Greystone

We hope this letter finds you well after the Easter break.

Prior to the holidays we sent out communication (11th March) regarding changes to the booking system for our wraparound care provision.

A summary of the main changes are detailed below:

Admissions

The wraparound provision welcomes all children who attend Outwood Primary Academy Greystone 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.

Charges and Fees

Provision is charged (as of **21st April 2025**);

7.45am to 8.45am - **£4.50** per child

3.15pm to 4.15pm - **£5.00** per child

3.15pm to 5.15pm - **£10.00** 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 snack 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.

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.

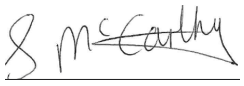
The Wraparound childcare provision reserves the right to refuse any child entry until payment is made.

Full details can be found in the letter entitled Wraparound Care Update March 2025 on the school website. If you would like another copy emailed to you, please contact the admin team.

We would really appreciate your support with ensuring all bookings required are made using the procedures outlined above. The admin team and myself are no longer able to book children into the service.

Yours sincerely,

Mrs Sam McCarthy



Head of School