



Bandon Hill Primary School
Sandy Lane South,
South Wallington, Surrey, SM6 9QU
Telephone: 020 8647 5377
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www.bandonhill.sutton.sch.uk
Headteacher: Mr R Hopkins MEd NPQH

Wrap Around Terms and Conditions 2026

The below Terms and Conditions relate to Bandon Hill Primary Breakfast and After-School Clubs.

Parents/Carers who submit a registration form agree that they have read and understood all terms and conditions and any queries should be cleared up before submitting the registration form. Please contact wraparound@bandonhillprimary.co.uk if you have any questions.

1. Registration forms must be submitted in full before your child can be allocated a place. This includes accepting these terms and conditions. If you require a paper copy of the registration form, please contact the school office.
2. It is the responsibility of Parents/Carers to inform the extended services team of any changes to contact numbers and must ensure all details on the registration form are accurate and up to date. Any changes must be made in writing: wraparound@bandonhillprimary.co.uk
3. Those on a club waiting list will be notified once a place becomes available. If you no longer wish to remain on the club waiting list, please contact the school office.
4. If you wish to book an Ad-Hoc session then please email the Extended Services Team at wraparound@bandonhillprimary.co.uk at least 24 hours prior to your required date and they will confirm whether there is availability for your child. Once you have received confirmation that a place is available you can log onto MCAS and make payment. Please note that all payments must be made **in advance** of the session.
5. To access breakfast and the after school club, Parents/Carers must use the main reception entrance and ring the bell when they arrive at the school, a member of staff will let you in.
6. The Breakfast Club starts at 7.30am. Children must arrive no later than 8.20am if they wish to have breakfast. Children will be escorted to their classrooms at 8.30am.
7. After School Club starts at 3.15pm and children will be collected from class. A snack will be served between 3.15pm-4pm. We run two sessions of Afterschool club finishing at either 5pm or 6pm.
8. All children are reminded to collect all of their belongings from the classroom before they arrive at the After School Club. Parents/Carers and children are not permitted back into the classrooms at the end of the day.
9. If you are going to be late, it is very important that you telephone on 07904 951 051 to let us know.
10. Parents/Carers who collect their child after 5pm/6pm will incur a late collection charge of **£1.00 per minute**. Parents/Carers agree to pay this charge before their child continues to attend their next extended services session.
11. If you have not collected your child by your agreed time (5pm or 6pm), or no Parent/Carer has arrived and the club staff have tried all other contact details then the Extended Services Lead will contact the Sutton Social Services department. Regular late collection of children will not be tolerated. If you are late three times within one term, you may be asked to find alternative childcare.

12. Breakfast and After School Club will not run on days that the school is closed to pupils.

Parents/carers will not be charged for days that the club is closed.

13. If your child is unable to attend a session due to sickness, you must notify a member of staff via email wraparound@bandonhillprimary.co.uk. You must also notify the school office if your child will also be absent from school.

14. At the time of booking you select specific days which you would like your child to attend each week. Each booked session must be paid for even if your child does not attend, unless cancelled at 48 hours beforehand. Charges will be incurred if 48 hours notice has not been provided.

15. Payment for clubs are **payable in advance** (minimum of one week), online via MCAS, childcare vouchers or the tax free childcare scheme. If fees are not paid in advance, then the child may be refused access to the club. Please do not hesitate to contact the office, if you have any issues or concerns regarding payment.

Please note: Registering with childcare voucher providers can take up to two weeks depending on the provider. Payment reminders from the school cannot be arranged. If payment is made within 12 hours of attending the session via vouchers, entry may be refused on the basis that payment may not have yet been successfully logged and noted by a member of staff.

16. Outstanding payment: Staff reserve the right to refuse any child entry into the club if payment is not made including late collection charges.

17. Once your child has been allocated a place you must give **two weeks** written notice (this can be via email), while the school is open to cancel this agreement. Any session within this two-week notice period will need to be paid in full. This is in the instance that a whole booking needs to be cancelled, rather than just a specific date.

18. The Extended School Services has adopted and adheres to all relevant Bandon Hill Primary School policies and procedures.

19. The Extended Services staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Extended Services staff

