



*Sacred Heart Catholic Primary School and Nursery*  
 Headteacher Mr C Beazeley  
 Windermere Road, Southend on Sea, Essex, SS1 2RF  
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2024-2025

**Wraparound 'contract'**

**The school's commitment & guidelines**

- To provide affordable childcare & support for our families.
- To support our local community, including families of Porters Grange School (up to 12 places currently).
- Provision is currently reduced to around £3 per hour to include breakfast or teatime snack; this will be reviewed annually or more often to take running costs and Government grants into account.
- We will consider a reduced fee for those families on our Pupil Premium list or in financial difficulties.
- Breakfast Club runs from 7.30 to 8.30am at a cost of £3 and includes breakfast such as toast and cereals (Sacred Heart pupils only).
- 'Tea Club' runs from 3.15 to 5.30pm at a cost of £6 and includes a drink and teatime snack.
- We provide up to 36 places (two staff + SLT) before school and 45 places (three staff + SLT) after school; ratio around 1:15 staff to children.
- 30 places are available for booking and payment by Sacred Heart parents for each club; the remainder of the places are taken up by invitation or from Porters Grange.
- At least one senior member of staff (SLT) will also be present on site during the hours of the provision.
- We will make parents aware of minor injuries on collection and more serious injuries or incidents using contact details (before collection). We use our *Medical Tracker* system to record injuries to our pupils.
- After-school provision will include games and activities, in addition to food, with the possibility of Homework or Learning support.

**Guidelines for parents**

- Ensure that the school holds correct contact details and information about your child's medical, dietary and other needs (ie SEN).
  - Book and pay in advance to ensure you have a place. If all the daily slots are filled, then the club has reached capacity and no provision can be offered on that day.
  - Please make cancellations before 3.30pm on the day before a session. Unless a child is absent from school on the day of a session, the charge will not be refunded if no notice of cancellation is given.
- Late pick-up
- £3 will be charged for the second occasion of pick-up after 5.35pm and £5 each time thereafter.
  - £6 will be charged for each pick-up after 5.45pm.
  - A third late collection after 5.45pm will mean the withdrawal of a place at the club for at least the following half term. Further occurrences will result in a permanent withdrawal.

Please add your child's name and your signature to show agreement with these terms.

Name(s) \_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

You can contact us at: [office@sacredheart.southend.sch.uk](mailto:office@sacredheart.southend.sch.uk)

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