



WRAP AROUND CARE TERMS AND CONDITIONS

1. Introduction

- 1.1 Fairfield Preparatory School Wrap Around Care provides “Wrap Around Care” for its pupils.
- 1.2 Parents can, subject to availability, select daily sessions starting at 07:45, 15:30 or 15:00. Each afternoon session concludes promptly at 18:00 when children must be collected by their parents.
- 1.3 The Wrap Around Care will provide a range of extra curricular activities for pupils of all ages and in the afternoon sessions starting from 15:30, providing homework supervision for pupils in the Upper Prep.
- 1.4 Pupils attending the morning sessions will receive breakfast and those pupils attending the afternoon sessions will receive a light tea.

2. Definitions

- 2.1 Wrap Around Care /Our/Us/We means the Wrap Around Care operated by the School (s).
- 2.2 **Booking Form** means the Wrap Around Care Booking Form.
- 2.3 **Fees** means the fees for each session as shown on the Booking Form.
- 2.4 **LES** means Loughborough Endowed Schools (and any successor).
- 2.5 **Parents / You** means jointly and severally those who have signed the Booking Form.
- 2.6 **Pupil** means the pupil named on the Booking Form.
- 2.7 **School** means LES trading as Fairfield Preparatory School.
- 2.8 **Session** means a daily Wrap Around Care session between 07:45 and 08:30 or 15:30 and 18:00 or 15:00 and 18:00 as applicable.
- 2.9 **Term** has the same meaning as in the School’s main Terms and Conditions.
- 2.10 In these Terms and Conditions, the singular shall also denote the plural and vice versa as applicable.

3. Booking Sessions

- 3.1 To indicate the sessions required for the pupil for a particular term, the parents shall complete and sign a Booking Form and return it to the School before the date stated on the form.
- 3.2 Places in sessions are limited and we cannot guarantee to provide all or any of the sessions required by the parents. Sessions are subject to availability and will be allocated in order of completed and signed Booking Forms received.

4. Our obligations

- 4.1 The Wrap Around Care shall provide:
 - 4.1.1 a range of activities for the pupil during each session;
 - 4.1.2 homework supervision for the pupil during the afternoon session;
 - 4.1.3 a breakfast for the pupil if attending a morning session;
 - 4.1.4 a light tea for the pupil if attending an afternoon session.
- 4.2 We reserve the right to vary the activities offered from time to time due to such things as low pupil numbers or staff illness. We shall endeavour to provide as much notice of a variation as is practicable in the circumstances.
- 4.3 During each session we shall use reasonable endeavours to ensure:
 - 4.3.1 the health, safety and welfare of the pupil;
 - 4.3.2 appropriate staff / pupil ratios;
 - 4.3.3 good discipline and behaviour among the pupils

In accordance with the School's published policies and rules.
- 4.4 We shall include the total amount of the Fees and any late collection charges for the term to which they relate as an extra on the School's fees invoice for the following term. The School shall credit the fees invoice with the amount of any child care vouchers provided by the parents.

5. Your obligations

- 5.1 The parents shall complete, sign and return by the required date a Booking Form for each term.

- 5.2 You must provide prior notification to the Wrap Around Care Manager if the pupil:
- 5.2.1 will not be attending any session. Please note that staffing and other resources are planned in advance and are based upon the number of bookings for each session. Save as set out in 6.1 below we are unable to refund fees due to the non-attendance of the pupil;
 - 5.2.2 is to be collected at the end of any session by someone other than the parents.
- 5.3 Parents shall collect the pupil promptly at the end of each afternoon session. Each afternoon session ends at 18:00 We reserve the right to:
- 5.3.1 charge a late collection fee of £15.00 per late collection; and/or
 - 5.3.2 refuse any booking from the parents for any subsequent term if the parents have collected the pupil late on three or more occasions during the term.

6. Notice and Termination

- 6.1 You may withdraw the pupil from the Wrap Around Care after half term during the term by providing written notice to the Wrap Around Care Manager before the first day of the third week of term. If you provide such notice we will not charge you for the sessions booked for the second half of the term. If such notice is not provided you will be jointly and severally liable for the full amount of the fees for the term.
- 6.2 You may terminate this agreement immediately if we are in breach of any of our obligations and we are unable to remedy the breach within a reasonable time. In such circumstances we will charge you only for the sessions available for the pupil to attend during the term up to and including the date of termination.
- 6.3 We may terminate this agreement immediately if:
- 6.3.1 the pupil is no longer a pupil of the School;
 - 6.3.2 in the opinion of the Wrap Around Care Manager the behaviour or conduct of the pupil has fallen below the standard expected or pupils or the pupil has breached the School rules or policy on discipline and behaviour.
- 6.4 We may require the removal of the pupil from the Wrap Around Care if fees are overdue and unpaid. In such circumstances we shall provide the parents with 3 days notice in writing of the decision to remove the pupil from the Wrap Around Care. This will not affect the School's right to exclude the pupil for the non-payment of fees in accordance with its Terms and Conditions.
- 6.5 Immediately following the removal of the pupil, the parents shall become jointly and severally liable to pay fees for the sessions available for attendance by the pupil during the term up to and including the date of removal.

7. General provisions

- 7.1 These Terms and Conditions are subject to change from time to time. The School's Terms and Conditions continue to apply while the pupil is in our care. Where there are inconsistencies these Terms and Conditions shall prevail.

- 7.2 Only the Wrap Around Care and the parents are parties to this agreement. The pupil is not a party.
- 7.3 The Wrap Around Care, the School and LES may share personal information between themselves and with external organisations about you and the pupil on a need to know basis and in accordance with the School's policies and procedures for the processing and sharing of personal information.
- 7.4 This agreement was made at the School and is subject to the laws of England and Wales. The parties submit to the exclusive jurisdiction of the Courts of England and Wales.