



Sacred Heart RC Primary School

WESTHOUGHTON

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Executive Headteacher: Mr M Johnson | Head of School: Mrs B Furey | Deputy Headteacher: Miss F Duffy

1st April 2026

Dear Parents and Carers,

Update to Wraparound Care Club Charges and Booking Policy – Effective September 2026

Following a recent meeting of the school Governors, it was decided that from September 2026, there will be a slight increase in club charges and a change to booking procedures.

- Breakfast Club will cost £6 per session
- Afterschool Club will cost £10 per session

Please note this is the first increase Governors have implemented since the club began, and unfortunately has had to be made due to rising costs in staffing, utility and food.

Also, from September **all sessions must be paid for at the time of booking**. It will no longer be possible to reserve a place without making payment.

Please note:

- Children must be booked in and fully paid for on MCAS in advance to attend.
- If a child arrives without a confirmed and paid booking, they will not be able to attend the club and a phone call home will be made for the child to be collected immediately.
- If payments are usually made using the Child Care Voucher Scheme, we are giving notice ahead of time so parents and carers can arrange an alternative payment for September.

Thank you for your understanding and cooperation.

Kind regards,

Mr M Johnson

Executive Headteacher

LOVE ONE ANOTHER



Wraparound Care Club

Terms and Conditions from 1st September 2026

TO BOOK A PLACE AT WRAPAROUND CARE CLUB

We have a limit of 60 places at each of the clubs. Bookings and payments are made by parents and carers on MCAS, our school app which will show 'live' availability. Long term or regular bookings can be made, as well as occasional ad-hoc sessions if there is availability.

OPENING HOURS

The Breakfast Club runs Monday - Friday from 7:30am until 8:45am, when the children are passed on to their classroom. Please note that we cannot admit children before 7:30am.

After-School Club runs Monday - Friday from 3:35pm until 5:30pm.

Both clubs run during school term time only and will not run on Inset Days or other school closure days.

All staff employed by the school have a current DBS check.

CHARGES AND PAYMENTS

Breakfast Club is £6 per child.

After-School Club is £10 per child.

Fees are charged to provide for the staffing costs and general running costs incurred in running the Wraparound Care Club. The facility is managed by the Governing Board who will ensure that financial transactions are in accordance with required financial regulations.

Payments must be pre-paid online via MCAS, our school app. If payments go into arrears, school reserves the right to cancel a child's place.

If the school closes the Wraparound Care Club due to unforeseen circumstances, parents and carers will not be charged for these sessions.

Fees will be reviewed annually and parents and carers will be notified in writing of any changes.

PENALTY

The After-School Club has a late fee for children who are collected after 5:30pm. The fee for this is £5 for every part of 15 minutes you are late for collection starting from 5:30pm.

CANCELLING

Parents and carers must cancel any booked sessions that are no longer required or the sessions will incur a cost.



PROPERTY AND BELONGINGS

The Breakfast Club has a range of equipment for all children. It is therefore not necessary or advisable for children to bring toys from home. We are not responsible for any loss or damage to items or clothes.

FOOD

We provide toast, cereals, fruit, crackers etc. with a choice of water, milk and juice during the breakfast session as standard. Cheese & crackers, fruit, waffles, potato cakes etc. are provided at the After-School Club. Allergens are displayed in the club according to legislation.

If your child has any dietary needs, please let us know and we will try to accommodate this.

Please note we are a nut-free school.

BEHAVIOUR

Children displaying inappropriate behaviour will be excluded from the club, verbal or physical abuse from children or adults, aimed at staff members, will not be tolerated and may result in the child's place being terminated.

ACCEPTANCE OF THE WRAPAROUND CARE CLUB TERMS AND CONDITIONS

These Terms and Conditions came into effect from 1st September 2026. Please note that by using the Wraparound Club you thereby agree to our Terms and Conditions.

