



Fun Time, Breakfast and After School Club Policy and Terms and Conditions Updated February 2026

This policy, terms and conditions relate to Hilpert Primary School's Wrap Around Care - Breakfast and Fun Time Club. Parents/carers who complete a booking are agreeing that you have read and agree to this policy and its terms and conditions.

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ABOUT OUR WRAPAROUND CARE

Our Breakfast and Fun Time Club provides “Wrap Around Care” for current pupils of Hilpertons C of E Primary School. Breakfast and Fun Time Club work together to provide this extended service.

Aims

Wrap Around Care provides a safe, secure and relaxed environment offering a range of activities to reflect the interests of the children in our care.

Organisation

The Wrap Around Care provision is run under the direction of Hilpertons C of E Primary School.

Fun Time Club (after school)

The Fun Time Club is open from 3.00pm until 5:30pm, Monday to Friday, term time only (not INSET days or when school is otherwise closed). The Club is managed by the school, and we have a team of dedicated Fun Time Staff.

The Club is based in the school hall and Parrot class. We can make full use of the playground, the field, the wooded area and play equipment. The Fun Time Club follows the Playwork Principles; children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available which could include crafts, drawing, colouring, board games, construction, physical play, basic cooking and reading.

The food provided at the Fun Time Club is not intended as a substitute for a main evening meal. The Fun Time Club provides healthy snacks, including fresh fruit and vegetables. Fresh drinking water is always available. The Fun Time Club recognises the importance of healthy nutrition for children, delivered in a calm, friendly environment.

Breakfast Club

Breakfast Club is open from 7:45am until 8:40am, Monday to Friday, during term time (not on INSET days or when school is otherwise closed). Breakfast Club also follows the Playwork Principles; children are free to choose activities and resources as they wish.

Breakfast Club provides a healthy breakfast that can be a substitute for breakfast at home. Children must arrive before 8:15am if they require breakfast. No food will be served after this time. Breakfast Club promotes independence by encouraging the children to clear away after themselves. Fresh drinking water is always available. Breakfast Club will meet individual dietary requirements and parental preferences whenever possible. Breakfast Club recognises the importance of healthy nutrition for children delivered in a calm, friendly environment.

Policies and Procedures

The Fun Time and Breakfast Club follow the policies and procedures set down by Hilpertons C of E Primary School. Many of our policies can be found on the school's website – all other policies can be requested from the school office.

Contacting the Fun Time and Breakfast Club

All bookings, payments and administration for Fun Time and Breakfast Club are managed via our Parent/Carer online payment system ScoPay. Parents/carers must have a credit balance on ScoPay before online bookings can be made. For parents/carers that wish to use their tax-free childcare vouchers, they also must have a credit balance on ScoPay. It is important to note that for parents/carers using childcare vouchers they will need to forward plan credit balances on ScoPay as



childcare vouchers take time to process through government systems. In these cases, parents/carers may wish to pay a combination of bank transfers and childcare vouchers into ScoPay to manage their credit balances.

Please use the school office phone number or send us an email during school hours for all enquiries.

There is a Wrap Around mobile phone which is only manned during Breakfast and Fun Time Club opening hours. It is used for emergency purposes only e.g. to let us know that you might be late picking your child up or that someone else will be collecting your child.

Our contact details can be found below:

Hilpertons Primary C of E Primary School
Newleaze
Hilpertons
Trowbridge
Wiltshire
BA14 7SB

Telephone: 01225 755343

Email: admin@hilpertons.wilts.sch.uk

Fun Time and Breakfast Club mobile number: 07821 935 701

Please leave a voice message or use text if there is no reply.

TERMS AND CONDITIONS

Admissions and Booking

Making a Booking.

Fun-Time and Breakfast Club aim to be accessible to children and families who attend Hilpertons C of E Primary School.

Bookings must be made and paid for in advance with 48 hours' notice and cannot be cancelled within 48 hours of the session. Places are limited and you will not be able to book if the session is full or you do not have funds on your ScoPay account.

If you book and pay for a session that you subsequently cancel giving more than 48 hours' notice, this will appear as a credit on your account. If your child fails to arrive for a booked session you will still be charged.

Late Booking

All bookings made with less than 48 hours' notice of the booking start time are considered Late Bookings and the school office must be contacted directly – not via email or answer phone messages. These bookings are taken at the school's discretion and are subject to availability and credit balances on ScoPay. Repeatedly making Late Bookings will not be tolerated. Please plan in advance for Wrap Around Care and make your bookings via ScoPay.



Extension of a booking with notice

You must contact the school office if you have an emergency that means that you need to extend the hours that your child is attending. If you need to organise a late pick up, please phone the Wrap Around Care mobile number before the booked end time. You will then be charged the full price for 3pm to 5.30pm session. Any extension to the booking will be subject to availability of spaces.

Extension of a booking without notice

If no notice or contact is made with the school or via the Wrap Around Care mobile and a child is not picked up by the end of a booked time, this will constitute as an extension of bookings without notice. This means you will be charged for the full price of the next session. A session is the next billable block of bookable time. If the extension is beyond the close time of a provision – see Late Collection below.

Pick-Up / Drop Off

Breakfast Club

Breakfast Club does not open until 7.45am and members of staff will not take responsibility for a child before this time. On arrival Breakfast Club staff will register your child's attendance.

Fun Time Club

Fun Time Club staff will collect Key Stage 1 children from their classrooms and escort them to the Hall or Parrots Classroom. Key Stage 2 children will go from their class directly to the Fun Time Club. A register of attendance is taken by the Fun Time Club Staff. When parents/carers arrive to collect their children from the Fun Time Club, staff will mark the child as having left the Club. All children will exit the building via the reception office door. Staff will be available to manage a safe exit for children to meet with their parents/carers.

We expect that your child will normally be collected by the people you have named on your written contact details. If you need a different person to collect your child on a particular day you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

Fees and Payment

Fees

The current fees are:

- **Breakfast Club: 7.45am to 8.40am - £4.50 per session (Breakfast provided)**
- **Fun Time Club: 3.00pm to 4.00pm - £4.50 per session**
- **Fun Time Club: 3.00pm to 5.30pm - £10.50 per session (includes a snack)**
- **Fun Time Club: 4.00pm to 5:30pm - £8.00 per session (includes a snack)**

Please note that due to space allocation at the Fun Time Club priority for places will go to children who are booking from 3.00pm to 5.30pm.

The above prices are subject to review and change on an annual basis.



Payment

Payment must be made in advance. We do not accept payment in arrears. Payment can only be made online via ScoPay. Payment on ScoPay can be a bank transfer or Childcare Vouchers. Childcare Vouchers take time to process and so please make sure you always have a credit balance to meet demand quickly should you have an emergency or if you need an unplanned booking. Cash or cheques are not accepted.

If you have any queries or would like any assistance about using the online system or about paying with Childcare Vouchers, please contact the school office.

If you are having difficulty paying fees, please speak in confidence to the School Business Manager.

Outstanding payments

Parents/carers will be unable to book further sessions if they have an outstanding payment due. We will periodically email a debtor report where appropriate to help parents/carers easily identify and clear debt balances.

Absences, Cancellations and Refunds

Absences and Cancellations

For absences or cancellations, parents/carers should contact the school office as soon as non-attendance is known, and with at least 48 hours' notice to avoid any charges.

Where the school/club has been notified of your child's absence due to illness, there will be a charge for the 1st day of illness, but not subsequent days.

If a member of staff is not informed of an absence by close of registration at the Fun Time Club and the school must enact the school's Missing Child procedure to locate the child, **a £3.00 late charge** will be invoiced to the parent/carer. This is in part to cover the schools time enacting Missing Child procedures and to reduce such occurrences to improve our response if a genuine occurrence happened.

Refunds

Where a child must leave a Fun Time Club part way through a booked session, for example due to unsatisfactory behaviour, sickness, injury or a family emergency, a refund will not be made.

If a parent/carer would like a monetary refund, the request should be made to the School Business Manager. Monetary refunds for childcare vouchers are not possible due to HMRC regulations. Monetary refunds for online payments will be refunded via ScoPay and there will be a £3.00 administration charge.

Late Collection

- If a child is not collected by 5.30pm, a Fun Time Club member of staff will contact the first contact on the emergency contact details to ascertain an estimated pick-up time.
- If a child is collected after 5.30pm when Fun Time Club closes, but before 5.40pm, we reserve the right to charge a discretionary £10.00 late charge per child.
- All collections after 5.40pm will incur a £10 Late Collection Charge per booked child regardless of circumstance. An additional £10 Late Collection Charge per child will be made for every 10 minutes thereafter until 6.00pm.
- Hilpertons C of E Primary School reserves the right to withdraw a child's current or future place without notice at any Club provision for non-payment of late pick up charges. See Late payments.



- Hilpertons C of E Primary School reserves the right to revoke a child's place for repeated late pick ups past 5.40pm. The school will always inform a parent/carer in advance before revoking a child's place.
- If a child has not been collected by 10 minutes after the Fun Time Club close time and no direct contact has been made with the first contact or the identified person for collection, further phone calls will be made to all contacts supplied to make alternative arrangements for pick-up from the Club. The Club will not allow a child to leave on their own unless previously authorised by the parent and agreed by a member of Hilpertons staff.
- All costs incurred by the Fun Time Club to stay open 30 minutes beyond closing time will be charged to the parent/carer including inconvenience costs to all staff required to stay present including and not limited to transport costs for homeward journeys by staff. Inconvenience costs will be privately submitted by staff to the Headteacher for assessment.

School Closure during term time

In extreme circumstances (e.g. snow or strike) Hilpertons C of E Primary may be closed. The Fun Time and Breakfast Club will not operate if the school is closed, and a full refund will be given.

Fun Time and Breakfast Club cancellation by Hilpertons C of E Primary School

In the unlikely event that the Fun Time and Breakfast Club cannot run, Hilpertons C of E Primary School will contact each parent/carer who has a booking for that day to inform them of the decision at the earliest possible time. A full refund will be given.

Safeguarding Statement

The Fun Time and Breakfast Club recognises the important responsibility for Safeguarding and promoting the welfare of children by:

- Ensuring staff recruitment and selection follows the Safe Recruitment Procedures
- Raising awareness of safeguarding issues and equipping children with the skills needed to keep themselves safe
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting pupils who have been abused
- Establishing a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily
- Staff recognise they are ideally placed to observe the outward signs of abuse because of their day-to-day contact with children. Staff will therefore follow Hilpertons C of E Primary Schools' Safeguarding Policies
- We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Please see Hilpertons C of E Primary School's Child Protection Policy for more details. Policies can be found on the school website or on request from the school office.

Equal Opportunities

The Fun Time and Breakfast Club provides a safe and caring environment, free from discrimination, for everyone in our community, including children with additional needs.

- We respect the different racial origins, religions, beliefs, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.



Special Needs

The Fun Time and Breakfast Club will make every effort to accommodate and welcome any child with special needs. The clubs will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Please see our Equality Policy for more details on equal opportunities and special needs. Policies can be found on the school website or on request from the school office.

Behaviour

We will not tolerate from any person (whether a child, parent, carer or visitor) any bullying, aggressive, confrontational or threatening behaviour or any behaviour intended to result in conflict.

Fun Time and Breakfast Club are a place of safety and security for children who attend and for the staff and we reserve the right to exclude anyone exhibiting inappropriate behaviour from our premises. Our clubs follow Hilpertons C of E Primary School Behaviour policies.

We recognise that poor behaviour can occur from time to time for reasons that are not always evident. We will try to be flexible to accommodate such cases. However, if your child's behaviour is unmanageable, we may require you to collect them from the Club straightaway. In some circumstances, and only when all other attempts at behaviour support have failed, we reserve the right to permanently exclude a child from Clubs.

Illness

Fun Time and Breakfast Club are unable to care for children who are unwell. If your child becomes unwell whilst at either Fun Time or Breakfast Club, we will contact you and ask you to make arrangements for them to be collected at the earliest opportunity.

Accidents and First Aid

Every precaution is taken to always ensure the safety of the children, and the Clubs are fully insured. The staff are trained in first aid and a first aid kit is kept on the premises. In the unlikely event that your child has an accident whilst in our care, you will be informed when you collect your child or immediately if we are concerned about the injury.

Medication

Fun Time and Breakfast Club will follow Hilpertons C of E Primary School's Medication Policy. Policies can be found on the school website or on request from the school office.

Complaints Procedure

Please feel free to speak to one of the Club supervisors if you have any queries, comments or need to discuss any matters concerning your child. If necessary, please speak to the Headteacher. See Hilpertons C of E Primary School's Complaints Policy for more details. Policies can be found on the school website or on request from the school office.