Fosse Way Academy

Headteacher: Mr Cowling

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Wraparound Care

At Fosse Way Academy we offer term time before and after school care, on site from 8am until 6pm called "wraparound". This facility is run by our own staff and is an extremely popular way of extending the care for your child outside of the normal school day.

We use an on-line booking system supplied by "Parentmail" which is downloadable as an App to your mobile, tablet or computer. An account has been set up for you and a registration link sent to the email address provided, if you do not already have an account.

Once logged in, please follow the instructions below:

- On the left hand side select 'accounts'
- Select the child you wish to book for
- Select the week/day you wish to book for
- Select the session (Breakfast, Early Twilight, Late Twilight, Full Wraparound)
- Select 'Pay Now' (If you pay via vouchers/transfer please click 'Pay Later')
- You will then have the option of 'Repeat' or 'Continue' (repeat will repeat the booking just made for the whole term and continue will book just that day)
- Scroll down to the bottom of the page and click 'confirm'
- The checkout will then come up for you to make your payment, however if you press close in the top right hand corner, it will place the booking in your basket so that you can book further sessions

Bookings for each day will close **24 hours before hand**, so that we organise snack teas and staffing. Please note that we are limited on numbers for each session, so booking early is necessary If you need to book on the day, please contact the School Office via phone on 01522 682020 or email admin@fosse-way-academy.org. All accounts with a debt will show on your Parentmail account under the 'accounts' option on the left hand side. Booking after 10am on the same day means no snack tea will be available for them as the order for the day will have been processed.

All sessions will require payment at the time of booking. We can also accept payment through various childcare voucher schemes/Tax Free Credit scheme however this has to be authorised initially by the school office for you to be given access to this facility.

Late Bookings

We will always try to accommodate late bookings but **we do have maximum numbers for each session** so once these are reached bookings will close. Therefore, early bookings are encouraged as our Wraparound provision is very popular. Early bookings also minimise additional admin time, negating having to inform your child, their teacher and the Wraparound team of attendance.

Cancellations cannot be made on the app, please contact the school office if you need to cancel or amend your booking. **Please note that any cancellations made after 10am will still be charged.**

Ash Grove, North Hykeham, Lincoln, LN6 8DU
01522 682020
admin@fosse-way-academy.org

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Medical

The Wraparound staff will have details of all the children's conditions and have access to their medication if required. Any dietary information for your child will be shared with the WAC staff. If there is anything else specific please email admin.

By booking your child into our Wraparound care you are agreeing to the terms and conditions as outlined below:

Current fees for 2023- 2024 are:

Breakfast (from 8am)	:	£4.00
Early twilight (till 5pm)	:	£6.00
Late twilight (till 6pm)	:	£10.00
Full wrap around (8am to 6pm)	:	£12.00 discounted rate (breakfast, early and late twilight on the same day)

Late fees for after school care:

If you know you are going to be late for whatever reason please let the wraparound staff know as soon as possible by calling:

020 8075 9051 for pupils in Nursery, Reception
07487 261236 for pupils in Year 1 to 6

PLEASE DO NOT CALL THE MAIN SCHOOL NUMBER AS SCHOOL RECEPTION CLOSES AT 4PM.

If you give us advanced warning you are going to be late for a 5pm collection you will have a charge for the late twilight session (£4.00) placed on your account. After 6pm you will automatically be charged a late fee of £10. A charge of £1 per minute will apply after 6.10pm. It is your responsibility to ensure the correct time has been written on the signing out sheet when you collect your child at the end of the session. Extenuating circumstances will be dealt with on an individual basis at the Head Teacher's discretion.

Sickness

If your child becomes poorly whilst in our care, you will be contacted to discuss the best course of action. If your child is absent, for whatever reason, the session must still be paid for.

Drop Off

When bringing your child to Breakfast Club, you must bring your child to the door and sign them in. No child may be left alone or made to cross the car park alone. If you have to leave before Breakfast Club opens, please ensure your child is with an adult you know.

Collection

Your child will only be released to the nominated parties as per your initial admission paperwork. If you wish to add or amend this information please email admin@fosse-way-academy.org