

Underwood West Academy

Newcastle Street, Crewe, CW1 3LF t: 01270 260580

e: bursar@underwoodwest.cheshire.sch.uk

www.underwoodwest.cheshire.sch.uk



Dear Parents/Carers

Underwood West Wraparound Club offers childcare from the end of each school day until 5:30pm and is open to children from Reception to Year 6. Children are brought from their classroom to the Wraparound Club room where we are based and they are offered a variety of activities to enjoy. These include free play indoors and outdoors (in suitable weather conditions), arts and crafts, using the iPads and board games. Children are also free to do homework and staff can listen to children read if requested.

Children are offered a fruit snack at the beginning of each session and a healthy light meal is served at 4:15pm.

The fees (per child) from 5th November 2024 are:

- £8.00 per session

You may not want your child to have meal, which is fine, but the fee **remains at £8.00**. You are welcome to provide your child with their own meal to eat at this time. Our menu is available to view on the Academy website.

Any child that is collected late (after 5.30pm) will be issued with an additional session fee of £8. Fees must be paid through the School Spider app in advance of your child attending our Wraparound After School Club. We consider our fees to be excellent value for money. We are a non-profit making organisation and the fees cover the cost of food, resources and staffing. Fees will be reviewed periodically. You will be required to pay for each session that is booked unless you give **48 hours' notice of cancellation**.

Underwood West Wraparound Club is very popular and is often fully subscribed. Therefore, you must book in advance in order to secure your sessions. This is to enable us to check the availability of places and to ensure that we have the appropriate staffing levels.

All communication with Underwood West Wraparound Club (including booking and cancelling sessions) **must** be made through the Underwood West Wraparound Club School Spider app and the point of contact for queries is to the email account:

Email: mhoward@underwoodwest.cheshire.sch.uk

Underwood West Academy expects a high standard of behaviour and we have the same expectations in our Wraparound Club. Where concerns arise, we would work closely with parents/carers to resolve any issues. However, a child who persistently misbehaves will no longer be able to attend the club.



Inspiring Exciting Futures

| Principal: Mrs L Jones |

Please keep this letter for your information. If you would like to register your child for a place at our Wraparound Club, there is a registration form attached for you to complete and return to the Academy Office.

Once the office has processed your form, you will have access to the Wraparound booking system on our School Spider App.

Kind regards

Underwood West Academy



| | | | |
|----------------|--|----------------|--|
| Name of Child: | | | |
| Class: | | Date of Birth: | |

| | | |
|---|-----|----|
| We sometimes photograph/video children taking part in different activities at Wraparound Club. These may be used for display within the Academy and on the Academy's website and social media pages. Do you give consent for us to photograph/video your child at Wraparound Club? | YES | NO |
|---|-----|----|

| | |
|--|--------|
| You agree to keep your Arbor app up to date for your child's allergies/intolerances | YES/NO |
| You agree to keep your Arbor app up to date for your child's dietary requirements and medical conditions. | YES/NO |
| Does your child have any additional needs or SEND? | YES/NO |
| Does your child have an Individual Healthcare Plan in place at the Academy? | YES/NO |
| Any other information: | |

| | |
|--|--|
| Please provide a password to be used by anyone collecting your child: | |
|--|--|

**The person(s) below are authorised to collect my child from Underwood West
Wraparound After School Club:**

NOTE: Please include YOUR details too.

Please ask if you require another sheet to add any more people who are authorised to collect your child.

| | | | |
|---|-----|----|--|
| Person 1 Name: | | | |
| Relationship to Child: | | | |
| Is this person authorised to collect <u>without</u> telephone confirmation on the day? | YES | NO | |

| | | | |
|---|-----|----|--|
| Person 2 Name: | | | |
| Relationship to Child: | | | |
| Is this person authorised to collect <u>without</u> telephone confirmation on the day? | YES | NO | |

| | | | |
|---|-----|----|--|
| Person 3 Name: | | | |
| Relationship to Child: | | | |
| Is this person authorised to collect <u>without</u> telephone confirmation on the day? | YES | NO | |

| | | | |
|---|-----|----|--|
| Person 4 Name: | | | |
| Relationship to Child: | | | |
| Is this person authorised to collect <u>without</u> telephone confirmation on the day? | YES | NO | |

| | | | |
|---|-----|----|--|
| Person 5 Name: | | | |
| Relationship to Child: | | | |
| Is this person authorised to collect <u>without</u> telephone confirmation on the day? | YES | NO | |

I confirm that the information I have provided on this form is correct at the time provided and that I will inform the Academy immediately if there are any changes to this information. I have read and understood the attached letter.

| | | | |
|-----------------------------------|--|-------|-------------------|
| Parent/Carer Name (please print): | | | |
| Parent/Carer Signature: | | Date: | ___ / ___ / _____ |