

# Notley Green Primary School

Blickling Road, Great Notley, Braintree, Essex CM77 7ZJ

Tel: 01376 343485

Email: [notleygreen@compassps.uk](mailto:notleygreen@compassps.uk)

Website: [www.notleygreen.compassps.uk](http://www.notleygreen.compassps.uk)

**Executive Head** Sophie Powell  
**Head Teacher** Emma Saward  
**Deputy Head** Jenni Colebrook



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## Wraparound Care Terms and Conditions

### Timing and costs of sessions

- Breakfast Club - 7.30am until 8.30am - £6 per session.
- Afterschool Club - 3.15pm until 6pm - £12 per session.

### Payments

- Payments can only be made using MCAS – we do not accept cash payments.
- The Breakfast and After School Club accepts employer childcare vouchers and tax-free childcare vouchers.
- If you wish to use childcare vouchers, please contact the school office via email to [notleygreen@compassps.uk](mailto:notleygreen@compassps.uk) with the date each transaction is made, the reference number and/or name of your child/children, the amount, and if applicable how you want the money to be split between BC and ASC. This will ensure that the vouchers are correctly allocated to your child's MCAS account.

### Meals

- In Breakfast Club, children are offered a variety of cereals and toast and a hot breakfast served once per week.
- In After School Club the session begins with a light snack (either fruit or plain biscuits) and a drink. At around 4:30pm the children are served a light tea.
- Dietary requirements are catered for.

### Activities

- Our sessions are run by experienced classroom support staff who are familiar with children. The staff know the children well and are therefore able to be led by the children's interests and what they have been learning in class.
- Each session has a variety of different activities on offer such as cookery, arts & crafts, IT and sports.
- Over the week, there is an adult-led activity which the children can take part in if they wish, this is usually linked to the time of year or any celebrations on the school calendar.
- The children (weather permitting) also have access to our outdoor area and are encouraged to take part in physical activities

- The wrap-around care provision is well stocked with resources to promote imaginative play, learning and collaboration.

### **Cancellations and Outstanding Payments**

- We do not cancel pre-booked sessions; no refunds can be made for Wrap Around Care bookings.
- We request that parents pay for sessions at the time of booking in order to secure your place. This is done via the MCAS app by loading credit on to the relevant club and then selecting the sessions required.
- In the event of a large arrears outstanding, we may refuse entry into Wrap Around Care until the balance is cleared.
- Payments must be made using the MCAS account or Government Funded Childcare Vouchers or workplace

**Emergency contact number during WAC sessions – 07494 894383**