



Castlefields Primary School, Castlefields, Bridgnorth, Shropshire WV16 5DQ

Phone: 01746 764072 Email: [admin@castlefields.org.uk](mailto:admin@castlefields.org.uk) Website: [www.castlefieldsprimary.co.uk](http://www.castlefieldsprimary.co.uk)

Head Teacher: Mrs R Lee

September 2024

Dear Parents/Carers

### Wrap Around Care

Wrap Around Care will be available every evening after school from 3.15 pm to 5.30 pm and the main base will be the demountable classroom. The Wrap Around Care Leader is Mrs Tamlyn Sandy. Mrs Sandy is a Youth Support Worker and is experienced in running different activities for children of all ages and abilities. Mrs Sandy is supported by Mrs Hammonds to ensure that we have two members of staff on duty every evening. The format for Wrap Around Care will be that Mrs Sandy will collect the children from their class to Wrap Around. Children will have about 45 minutes unwinding from the day with a snack. From 4.00 pm until 5.00 pm there will be a different sort of activity every evening based around art, sport, cooking etc.

### Booking

Once a signed copy of this letter and a registration form has been completed, please book your place via the office (by email to [admin@castlefields.org.uk](mailto:admin@castlefields.org.uk) or telephone). Can we remind you that it is the place you are booking not the child. If you book a session and decide not to use it with less than 48 hours' notice, then we will have to charge you because the staff need to be paid and we cannot offer that place to another child.

Payment (prices are correct as of date of letter but subject to review in Summer Term 2025) .

The costs are as follows:

From 3.15 pm to 4.15 pm the set price is £5

From 4.15 pm to 5.30 pm the cost is a further £5

This means that the maximum cost of the session will be £10

Late pick up after 5.30 pm £5 for every 15 minutes

You will receive an invoice via ParentPay at the end of the half term following attendance. We are unable to offer an additional discount for dual attendance at Breakfast Club and Wrap Around.

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**Payment Around Other Clubs**

If your child is going to another school club and then on to Wrap, you will still need to pay for the time they are in their school club. This is due to the fact that you are taking a place that could have been used by another child.

**School Car Park**

The school car park is for staff use only. We therefore politely ask that you do not use the car park at any time, unless collecting after 5.00 pm.

**Childcare Vouchers**

We are able to accept payment via childcare vouchers. Please let the office know if you wish to use these for payment. If paying by vouchers, please email the office with details of the payment(s) you have made and which invoice they are to be credited against. Thank you.

**Communication with Wrap Around Care**

In an emergency you can contact the Wrap Around Care Team on 01746 335235.

**Allergies and Medication**

Please ensure that the data sheet for Wrap Around Care and the one for school both reflect your child's present medical conditions. If your child needs an inhaler or epi-pen they must have one to keep in Wrap Around too.

If you have any comments or queries, please do not hesitate to call in and talk to us.

Yours sincerely  
**Mrs R Lee**  
**Headteacher**

✂ -----  
Wrap Around Care

I have read and understand the terms of the letter dated September 2024.

Signed: \_\_\_\_\_ (Parent/Carer)

Please print name: \_\_\_\_\_

Parent/Carer of: \_\_\_\_\_



Castlefields Primary Wrap Around Club

Pupil Information - All the following information will be treated confidentially

Name of Pupil	
Names of adults who will usually collect	
Address	
Contact Numbers	
Medical Information (please add any information even if it seems trivial) - include allergies	
Preferred snack - we cannot guarantee but will try to cater for different tastes	
Any other information	

Please return this form prior to attending Wrap Around Club. You will be invoiced at the end of the half term attended via ParentPay. All bookings must be made in advance via the office.

Signed \_\_\_\_\_ (Parent/Carer)

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