

Thursday 2nd May 2019

Dear Parent/Carers,

As you are aware Redlands have made some very positive changes to their Wraparound Care provision over the last year to ensure that the provision maintains the high quality of care that the parents have come to expect. The purpose of the provision is to provide a safe, engaging and enjoyable environment for those children who attend the sessions.

Along with supporting those parents who require wraparound care, the sessions provide the children with activities and experiences that enhance their social development and build upon their capacity for learning by offering them opportunities to play, investigate and embrace their potential in a fun and interactive way.

In recent months, Redlands have seen an increase in the number of children accessing the provision and this has meant some changes to their booking processes; they have also been part of a recent review of Wraparound Care provision across the Trust to ensure that they are providing a consistent service. Following this review, I am writing to confirm that, **effective from the start of the 2019/2020 academic year**, Redlands will be making some changes to the provision.

Confirmed changes to Wraparound Care at Redlands:

- Maximum numbers will be set at 20 children for all sessions. This is in line with staff:child ratios.
- **Redlands Rangers Wraparound Care:** Redlands pride themselves on the Redlands R's and instilling the children with a sense of belonging and respect for the school. To support in this, Redlands have given our Wraparound Care provision its own identity in the same way as the Pre-School identifies as 'Redlands Robins'.
- Places will be secured on a termly contract, meaning all days and sessions must be requested and confirmed via the contract agreement prior to the start of the term.
 - Sessions will be payable in advance on a weekly basis, however parents will have the option to credit their account in advance.
 - Adhoc sessions may still be available, however this will be subject to space on the session and upfront payment.
 - Sessions will be payable in line with the agreed contract at the start of the term, irrelevant of non-attendance (including illness).
- Price Changes: Every effort has been made to limit any price increases, however it has been necessary to increase the cost of the Breakfast Club session to £5 (in line with other local providers). Aftercare will remain at £3.50 and Extended Care will remain at £5.
- As a result of the pre-agreed contract – sessions will be pre-booked into ParentPay on a termly basis using a new pattern based system within ParentPay. Although payments will be requested by ParentPay on a Friday for the upcoming week, the system will allow parents to preload funds on a daily, weekly, monthly or termly basis. Redlands will continue to accept Childcare Vouchers as payment.
- To provide the children with a consistent experience, Redlands will be recruiting 2 new members of staff to join our team effective from August 2019. These staff members will be a Wraparound Care Manager and a Deputy Wraparound Care Manager and they will staff the sessions along with dealing with all bookings can contracting.

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Prior to the start of each term, you will receive a booking form for Wraparound Care for the upcoming term. You will need to complete the form for all sessions you require during a one-week period (please see example below):

Please clearly put an 'X' in the sessions you are requesting (subject to availability – spaces are not guaranteed until you have received confirmation as such) please note that each session has a maximum of 20 spaces, these are allocated on a first come first serve basis.						
Session	Monday	Tuesday	Wednesday	Thursday	Friday	Total Sessions
Breakfast Club - £5 7.30am-8.45am	✓	✓		✓		3
Aftercare - £3.50 3.15pm-4.15pm	✓	✓	✓	✓	✓	5
Extended Care - £5 (including light snack) 4.15pm-6pm	✓	✓		✓		3

Places are secured on a first come first serve basis, therefore requested sessions are not guaranteed; however, confirmation of the sessions you have secured will be sent out to you prior to the start of the new term. All confirmed sessions will then guarantee your child a space on each session every week for the entire term and you will be charged for all sessions, irrelevant of attendance.

Adhoc sessions may still be available, however this will be subject to any spaces on the sessions.

Sessions will continue to be paid for via ParentPay and Redlands will continue to accept Childcare Vouchers - payments will be automatically charged on a Friday for the upcoming week and can be made on a weekly, monthly or termly basis. Non-payment of sessions may result in your child losing their place on the session and therefore you will need to find alternative childcare.

Along with the letter confirming which sessions you have successfully secured, you will receive a contract that you must sign and return to school before the start of the term. **By signing this contract, you are confirming that the sessions you have secured are correct and that you understand that you must pay for each session every week for the duration of that term. The contract will also outline further details of the provision including that of conduct and charging; please ensure you read through the contract carefully and contact the Wraparound Care Manager with any queries.**

Booking forms are now available from the school office and will also be sent out via email and we ask that all forms are returned by **Friday 10th May 2017**. As places are allocated on a first come first serve basis we ask that all forms are returned **directly to the school office** so that they can be date and time stamped upon return.

Once the bookings have been allocated, you will be notified in writing by the 7th June of whether your booking request has been secured. If we have been unable to fulfil all/part of your request you will be notified and will be put on a waiting list for any sessions unavailable.

Should you have any queries about the upcoming changes please feel free to contact Lee Gill, DSAT Extended Services Manager on 07961600811 or email lgill@discoveryschoolstrust.org.uk.