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Hardwicke Parochial Primary Academy  
Poplar Way  
Hardwicke  
Gloucester  
**GL2 4QG**

**Telephone: 01452 720538**

## **Hardwicke Parochial Primary Academy Breakfast and After School Clubs (BASC) Terms and Conditions 2025/26**

### **BASC Hours**

- Breakfast Club: 7:45 - 8:40am
- After School Club (Short Session): 3:15 - 5:15pm
- After School Club (Long Session): 3:15 - 6:15pm

Club sessions run during term-time only, and exclude inset days and bank holidays.

### **Session Prices**

- Breakfast Club: **£4.50** per child, per session
- After School Club (Short Session): **£8** per child, per session
- After School Club (Long Session): **£10** per child, per session

### **BASC Emergency Contact**

For enquiries during the school day, please contact the school office on: 01452 720538

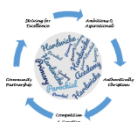
To get a hold of BASC staff, please call: **07592 634400**. This number is **only** available during the club hours listed above and is only to be used for emergencies/collection.

For booking enquiries please contact Hardwicke Buddies via Class Dojo or email the office at [admin@hardwicke.dgat.org.uk](mailto:admin@hardwicke.dgat.org.uk).

### **Registration**

In order to book sessions, parents/carers must complete a Wraparound Care Registration Form (including emergency contact information, medical information, and dietary needs) and return the signed copy to the school office.

Once the completed form has been received, the booking system will be made available to you on Arbor. Please allow 48 hours for the system to update.



## **Booking Sessions**

**All** Breakfast and After School Club (BASC) sessions must be booked by parents via Arbor **at least 24 hours before** the required session in order to secure a place for your child(ren). This is to ensure that we have the correct staffing levels to enable us to fulfil our safeguarding expectations.

If your child does not appear on the session register, in particular for the After School Club sessions, you may be asked to collect your child in the instance that we do not have a sufficient staff to student ratio.

If you are unable to book sessions in advance, please contact Hardwicke Buddies via Class Dojo, email [admin@hardwicke.dgat.org.uk](mailto:admin@hardwicke.dgat.org.uk) or telephone the school office for assistance.

## **Cancelling Bookings.**

If you wish to cancel your booking please contact the school office via Hardwicke Buddies Class Dojo or via [admin@hardwicke.dgat.org.uk](mailto:admin@hardwicke.dgat.org.uk) at least 24 hours before the session, as we understand that there are sometimes exceptional circumstances.

**No refunds will be given if you book your child into other extra-curriculum activities or clubs.**

**In the event of unexpected closure of Breakfast or After School Club we are under no obligation to provide alternative childcare facilities. If a club is closed due to circumstances beyond our control (for example, adverse weather or a gas leak) then the session will still be charged for.**

## **Drop off and Collection**

If you would like your child to eat breakfast with us, please ensure they have arrived by **8:15am**.

For After School Club sessions, children will be collected from their class teachers at the end of the school day and taken to club.

A register will be taken to mark attendance and non-attendance. On collection, parents and/or carers are asked to telephone Wraparound on **07592 634400** so play leaders know you are here. You will then wait to collect children from the Wraparound entrance, where your child will be brought to you. It is the responsibility of the parents or carers to make sure children are collected on time. Refunds will not be given for early collections.

The club staff will only allow children to leave school site with parents/carers or individuals otherwise named by the parent as per the registration form. It is recommended that a password is agreed between parents and staff for those collecting children from school.

## **Late Collection**

Please notify the school if you are going to be late collecting your child(ren) by contacting the Wraparound Care play leaders on **07592 634400**.

Late collection from the booked After School Session (short or long) will incur a **£5 charge** for every 15 minutes that passes after the collection time. This is irrespective of whether or not you are able to contact the Wraparound Care team in advance.

## **Food and Drink**

Children will be provided with balanced and nutritious snacks and drinks during both Breakfast and After School Club, which is included in the session fee.

Parents **must** inform the Club/Wraparound Manager of any allergies or dietary needs when registering their child(ren) for Breakfast and After School Club. Parents must then keep school informed of any changes or concerns.

## **Behaviour**

The Breakfast and After School Club staff encourage children to respect themselves and each other in a relaxed, friendly environment with clear expectations and boundaries.

We use the school's core values to underpin our behaviour policy. As such, BASC staff will implement the same consequences and reward systems that are used within school during the day.

## **First Aid**

Sensible precaution is taken to ensure the safety of children. If your child sustains a minor injury whilst in our care, first aid will be applied and you will be notified. A report will be kept in line with school policy. All staff are First Aid trained.

*To be reviewed: August 2026*