



Lantern Community Primary School
Nene Road
Ely
Cambridgeshire
CB6 2WL

Headteacher: Mr Chris Axten-Higgs



Meridian Trust Head Office,
Fen Lane,
Sawtry,
PE28 5TQ
CEO: Mr Mark Woods

Lantern Community Primary School @ Downham Feoffees Primary Academy **Wrap Around Care Terms and Conditions**

Admissions criteria

The Wrap Around Care facilities at DFPA are available to every family within the DFPA community, subject to availability. Places are booked on a first come first served basis.

The provision is run at DFPA, but is run by staff employed through LCPS. Magic booking and administration is also provided through LCPS. Parents should be clear, however, that the provision run at DFPA is limited to the DFPA site only – if this provision is full, they cannot book their child into another space at LCPS, for example, as there is no transport between the two sites.

Breakfast Club and Stay and Play after school club caters for children in Reception to Year 6 (ages 4 to 11 years).

Club Capacity

- For the safety and wellbeing of children attending the DFPA Wrap Around Care facilities, the number of children we are able to accept into each of our Wrap Around Care settings is limited.

Bookings and Charges

- Breakfast clubs run between the hours of 07:45 and 08:45
- Stay & Play clubs run between the hours of 15:25 and 17:25
- The Wrap Around Care club charges are calculated on a **per hour cost of £5.00:**
 - Breakfast Club £5.00 **per session**
 - Stay and Play £10.00 **per session**
- All bookings must be made by emailing:
WrapAroundCare@Downhamfeoffees.org
- All parents wishing to make any bookings must have a "Magic Booking" account:
 - Registration is completed via the following link:
 - <https://lanternprimary.magicbooking.co.uk>
 - Parents will need to complete the registration form detailing:
 - Child's name
 - Class names (please select a DFPA class e.g. Oak, Acorn etc)
 - Parents should select "Lantern Community Primary School" when asked "What is your child's main school?"
 - Tax Free Childcare reference number (TFC)
- All bookings are subject to availability.



- Bookings must be made in advance of attending the Wrap Around Care settings.
- The person making the booking accepts the booking conditions on behalf of the account holder.
- There are no *part* sessions available, meaning that if a child attends for a portion of the session, they are deemed to have attended the whole session and will be charged accordingly – this is because staffing will have been provided for the whole session and cannot be provided in parts.

Bookings and Charges continued

- All bookings must be paid for at the time of booking, unless card instalment plan is selected or you are paying by Childcare Vouchers / Tax Free Childcare.
- LCPS will charge a fee **if children are not pre-booked and are instead dropped off without a prior booking**, and admission will remain at the discretion of the Manager and will be based on staffing ratios and the numbers of children booked in.
- LCPS will charge a fee **if children are not collected on time**, in accordance with the Wrap Around Care late collection procedures.
- LCPS will follow its Non-Collection Procedure, including **notifying Social Services**, where:
 - A child is left at Breakfast Club after staff have informed parents/carers that there is no available space; or
 - A child is **not collected by 17:30** from Stay & Play.

Cancellation and Refunds

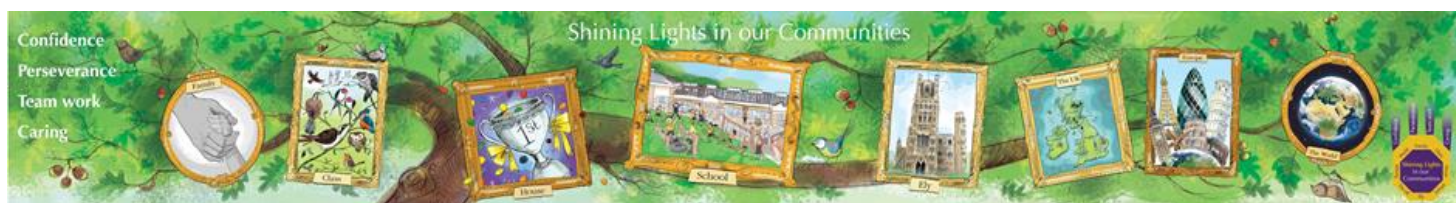
- It is the account holder's responsibility to cancel sessions by notifying admin staff via WrapAroundCare@Downhamfeoffees.org
- Cancellations with minimum **30 days' notice** will be refunded automatically.
- Refunds after this point only if:
 - Child excluded from school
- All refunds are issued at the discretion of LCPS and are contingent upon the account holding no outstanding debt.
- **Missed sessions will still be charged unless 30 days' notice is given.**
- There are no partial refunds for early collection or for late arrival (such as if a child attends an extra-curricular club).
- Parents must inform via WrapAroundCare@Downhamfeoffees.org if children will attend a session late due to earlier extra-curricular clubs.
- LCPS will attempt to accommodate emergencies, but we cannot guarantee this – as we must remain within our legal ratios.

Payments and Overdue Balances

- Payments accepted: Card, Childcare Vouchers, Tax Free Childcare.
- Use MagicBooking reference when paying by vouchers.
- Accounts must not fall into arrears; arrears will block further bookings.

Drop Off and Collection

- Breakfast Club opens 07:45 (not earlier).



- Stay & Play closes 17:25 (not later).
- If you are delayed due to unexpected circumstances please contact Wrap Around Care Manager on the WrapAroundCare@Downhamfeoffees.org email. This will still be charged for.
- Staff will attempt to contact parents if child uncollected. **If no contact can be made, then Social Services will be notified in accordance with non-collection procedures.**
- Only authorised adults over 14 years old may collect.

Late Collection Fees/Unbooked Arrival Fees

- Collection lateness will result in fines or exclusion from future bookings.
- Fines will be charged to the account at a rate of **£5 for each 10 minute period** of lateness after 17:25 unless contact has been made and there is a genuine emergency.
- Unpaid fines will result in the account being in arrears and will prevent future bookings.

Babysitting

- Private babysitting arrangements are independent of LCPS.

Safeguarding and Welfare

- Parents must inform via email of absences.
- Missing Child Procedure begins if a child fails to arrive.
- Staff members follow the school's wider commitment to keeping children safe and will report suspected abuse to the Designated Safeguarding Leaders.
- Parents must disclose all relevant medical/behavioural information upon completion of the registration of their child. They should also update their account online if their child's medical conditions change. This is a separate arrangement from notifying the school via the office and must be done on their Magical Booking account.
- Where children have been kept off school due to communicable illness there is an expectation that they will also miss any sessions of Wrap Around Care – the same policies apply.

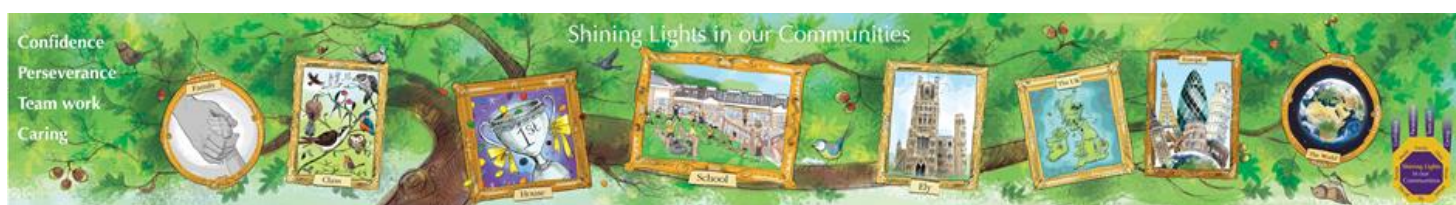
Mobile Phones and other "smart" devices

- All mobile devices including (but not limited to) phones and smartwatches will be handed in to a member of the Wrap Around Care team at the start of the sessions, and these will be returned to the child at the end of the session or handed directly to a parent.

Suspensions and Exclusions

- Unacceptable behaviour will not be tolerated and will be escalated to the Headteacher for them to deal with.
- Persistent misconduct will lead to exclusion from the setting.
- The provider may refuse access without notice.

Forced Closures



- Fees may still apply during forced external closures.

Schedule Changes

- LCPS may amend schedules without compensation.

Conditions of admission

- Parents are required to complete a registration form prior to booking.
- Two emergency contacts are required.
- Parent must keep details updated via the Magic Booking platform.
- Medication requires a completed Medical Form.

Customer Information

- Customer information must be kept up to date via the Magic Booking platform, including any changes to contact details or address
- Customers must ensure that they keep details of any medical conditions their child has up to date via this platform too.

Personal loss or injury

- LCPS not liable unless negligence proven.
- LCPS not responsible for lost/stolen/damaged items.

Lost Property

- Staff will attempt return any items of lost property where possible. Where this is not possible, items will be placed in the school's lost property.
- Unclaimed items are periodically donated to charity.

Parent/Carer abuse

- Abuse towards staff/children will not be tolerated. Abuse towards staff will be treated as a criminal act and will be reported to the police.
- Abuse towards children will not be tolerated and will be reported to the Designated Safeguarding Leads in accordance with Meridian's Safeguarding Policy and Keeping Children Safe in Education.
- Abuse will result in termination of accounts, with all future bookings cancelled.

Data Protection

- LCPS collects personal details for booking.
- Info may be shared with authorities as required.
- GDPR info at [GDPR - Meridian Trust](#)

