

Breakfast / After School Wraparound – Parents Terms & Conditions 2025-26

By booking your child onto any of our breakfast or after-school clubs, you are automatically accepting the terms and conditions below and confirming that you have read and understood the parent handbook available on our website: www.fhi.hounslow.sch.uk/wraparound.

Fees

1. All fees must be paid at the time of booking via your ParentPay account.
2. Working families eligible for **Tax-Free Childcare (TFC)** may book and pay within **3 days** using their TFC account. Parents must provide their TFC reference number in advance to access this option. Failure to make timely payments may result in this option being withdrawn. TFC users must email a breakdown of payments to the school office. More info at www.fhi.hounslow.sch.uk/tax-free-childcare.
3. Bookings can be made **until 9pm the night before** a session. After this deadline, bookings must be made through the school office and will incur a **£5 late administration fee**.
4. Bookings may be changed before 9pm the night before by selecting an alternative date. **No refunds or fee waivers** will be given for absences on the day, including due to sickness.
5. Parents experiencing financial hardship should contact the school in confidence.
6. Fees are reviewed annually. Any changes will be communicated during the **preceding half-term** before taking effect.
7. **Session Prices:**
 - Breakfast Club – **£5**
 - After School Club (Pick-up by 4.15pm) – **£6**
 - After School Club (until 6pm) – **£12**
8. Bookings cannot be made for days when the school is closed, including school holidays, INSET days, and the final afternoon of each full-term (e.g. just before Christmas, Easter, and Summer holidays).
9. Planned closure dates are listed at www.fhi.hounslow.sch.uk/term-dates. In the event of an unplanned closure, fees will be refunded or carried forward.

10. **Late collection fees** must be paid within **3 working days**. Failure to pay may result in termination of your child's place.
11. **Late Collection Fees:**
 - **After School Club – Pick-up by 4.15pm:**
 - 5–15 minutes late (4.15–4.30pm): **£10**
 - After 4.30pm: **£15**
 - **After School Club (until 6pm):**
 - 5–10 minutes late (5.50–6.00pm): **£15**
 - 10–20 minutes late (5.50–6.10pm): **£20**
 - Over 20 minutes late (after 6.10pm): **£10 for every 10 minutes thereafter**

These fees are higher to cover administrative costs and act as a deterrent. Persistent lateness may result in your child's place being withdrawn.

Terms of Payment

1. In the event of late collection fees or other charges (including failed payments), you will be notified by email with payment instructions. Payment is expected **within 3 days** of receipt.
 2. If payment is not made, a **second and final notice** will be issued, allowing an additional 3 days. Non-payment after this period will result in your child's place being withdrawn.
 3. The school reserves the right to pursue unpaid fees in line with this agreement.
 4. Parents using TFC or childcare vouchers and selecting 'Pay Later' must settle outstanding amounts **within 3 days** of funds clearing.
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Attendance

1. Prompt collection is essential. Persistent lateness may lead to your child's place being withdrawn.
2. Please use the **after-school club Ring doorbell** outside the school office to collect your child. A staff member will bring your child to you.
3. Please contact the **Wraparound Team** on **07962 608537** if you are going to be late collecting your child. Non-urgent communication can be sent to the office email - office@fhi.hounslow.sch.uk during school hours.

4. Booking via **ParentPay** is required to guarantee a place. Places are offered on a **first-come, first-served basis**. Regular users are advised to book in advance.
 5. **Food Provision:**
 - **Breakfast Club** – Breakfast (served until 8.15am)
 - **After School Club (Pick-up by 4.15pm)** – Light snack (e.g. fruit or sandwich)
 - **After School Club (until 6pm)** – Light snack + cooked meal (served between 4.45–5.15pm)
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Additional Support Needs

We aim to provide an inclusive service. However, children with **additional support needs** will require an individual assessment to ensure safety and staffing feasibility. We are unable to offer one-to-one or small group support during Wraparound sessions.

- If your child has **additional needs** or an **EHCP**, please email your request to office@fhi.hounslow.sch.uk at least **two weeks** in advance of the desired start date.
- The school will conduct a Health & Safety Risk Assessment and discuss options with you before confirming a place.