

# THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:  
learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date		Next scheduled review	May 2025
Governor approved	May 2024	Key person/people	Senior DH / Head of primary phase
Model Policy		Model localised	Yes
Pupil leadership team review	N/A	Rotherly Day Nursery variations in policy	N/A

## WRAPAROUND POLICY

### Admissions Criteria

Places are allocated in the Westgate Wraparound by the following priorities:

Places are offered on a first-come, first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Children of colleagues at The Westgate All-Through School, who attend the Primary Phase.
2. Siblings of children already attending Westgate Wraparound.
3. Children at The Westgate Primary Phase who require the greatest number of sessions/hours per week.
4. Children attending The Westgate Primary Phase.

When a place becomes available you will receive an offer and a request for a deposit payment of half term's fees in advance which will be offset against the final invoice raised once due notification has been given to terminate the place. The deposit is non-refundable if you withdraw your child place prior to the start date. Your child's place will not be confirmed until a signed agreement and deposit payment have been received. If the signed agreement and deposit are not received within 5 working days, the offer may be withdrawn.

### Waiting lists

When all available places have been allocated, waiting lists will be operated by Westgate Wraparound. Any places that become available will be offered to the child at the top of the list at that time. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised each time a child is added to, or removed from, the waiting list.

## **Exclusions and Suspensions**

The Wraparound provision is not a statutory part of the School's core provision therefore, inclusion in Wraparound will be in line with any other club/activity. If a child is unable to meet the expectations of the provision in terms of behaviour and with reasonable adjustments in place, it is with regret that the place will be withdrawn either for a fixed period or on a permanent basis. Any such exclusion is not an exclusion from school. Parents will be informed of an exclusion decision when they collect their child. Fees will be reimbursed if the exclusion period is longer than a week.

## **Fees**

Fees are still charged at the normal rate in the event of unusual circumstances that result in wraparound closure that are deemed beyond our control, for example: extreme weather conditions, flood, power failure or an outbreak of serious illness, epidemic affecting safe levels of staffing or if your child is unable to attend owing to family circumstances or illness. This is to ensure that wraparound can continue to run sufficiently.

In the event of extended closure beyond our control (eg Government/Public Health England enforced closure where children cannot legally attend), fees of up to 50% may be charged for up to one month of closure but for subsequent months a retainer fee of 30% will be chargeable to supplement salary costs. In the event that some families are permitted to continue to use Wraparound (eg Key Workers), normal fee charges will apply to those families.

A notice period of one-half term is required if you decide to cancel your child's place at Wraparound.

## **Collecting your child**

If your child is not collected by 6pm, a charge of £5.00 per 5 minutes (or part thereof) will be applied to your account. If your child has not been collected by 1 hour after the wraparound session, and no contact has been made by you, and if wraparound colleagues fail to make contact with any of the emergency contact numbers, we will report the situation to Children's Services in the first instance as well as Ofsted. 3 or more late-collections may result in the withdrawal of your child's place.