



Wraparound Care (Dragon Club) Policy

Newbury Academy Trust

October 2018

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1. Introduction

- 1.1. "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2. The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors.

2. Purpose

- 2.1. It is necessary to have procedures to ensure effective management of Dragon Club's finances. These systems ensure that the information on the system is accurate and can be used to report to all key stakeholders; Headteacher, Governors Parents, as well as ensuring we adhere to financial protocols set out in our annual audit.

3. Dragon Club – Wrap around Care – Breakfast and After School Club

3.1. Procedures for New Starters (Any child who has not attended the club before)

- Dragon Club Manager to notify the Trust finance team immediately of new starters, so they can be set up on the system.
- Dragon Club Manager to give parents/carers a registration form for completion & issue contract for new starters on regular hours. (Appendix 1 & 2).

3.2. Procedures for Existing Pupils

- For pupils who currently attend Dragon Club, forms given out to parents/carers requesting notification of requirements for new school years' hours should be returned no later than 1st July.
- Dragon Club Manager to generate contracts, (Appendix 2), and send to parents/carers by 7th July.
- Parent/carers to sign & return contracts by 14th July. Dragon Club Manager to keep records up to date and current to ensure all contracts are returned.
- A spreadsheet detailing the information required for September invoicing to be sent to finance team by 9th September. (Appendix 4).
- Payment to be made in advance and all pupils attending regularly must have a contract.

3.3. Payments

- The preferred payment method is by Standing Order.

- The Dragon Club accept childcare vouchers (Dragon Club Manager can support with this).
- The Pricing Structure will be reviewed annually (See Appendix 3).

3.4. Invoicing – General

- 3.4.1. **Standard Session** - The Dragon Club Manager will send details for monthly standard invoices to the finance team by the last school day of the prior month.
- 3.4.2. **Extra Sessions** - The Dragon Club Manager will send details of extra sessions for invoicing in arrears to the finance team by 1200 on the last day of the month. If this falls in the holidays, then the last school day of the month. To facilitate year end closure all extra sessions in July must be booked and paid for in advance. They will be invoiced along with July regular sessions.
- 3.4.3. **Holiday Club** - The Dragon Club Manager sends details for invoicing to the finance team at least 1 week prior to the start of Holiday Club

All information should be sent to the finance team using the spreadsheet. (Appendix 4) All invoices to be raised by finance and distributed by the Dragon Club Manager, whatever the method of payment. The invoice will request payment to be made into the bank with account details, as the preferred payment method.

3.5. Cash/Cheque Payments

Cash/cheque payments to be receipted by the Dragon Club Manager. Income received in cash/cheque to be recorded on a spreadsheet

3.6. Chasing Payments

At the end of each month, the finance team will extract the account details for each family using the Aged Debtor Report. This information will be sent to the Dragon Club Manager, with the following information- parent's name, child's name amount of debt/credit. The Dragon Club Manager will send information regarding debt/credit to parents individually (Appendix 8). The Dragon Club Manager will chase late payments. Any questions from parents to be directed to the finance team, who will give more detail from Debtor Control Account if required. (Transaction Listing by Ledger Code 7100).

3.7. Irregular Sessions

- 3.7.1. Irregular sessions should be kept to a minimum.
- 3.7.2. The Dragon Club Manager will keep a record of extra sessions and send details to the finance team by 1200 on the last day of the month, for invoicing in arrears. Invoices to be distributed to all parents by the Dragon Club Manager. Payment to be made within 7 working days of receipt of the invoice. Those with payments outstanding at the end of following month will not be permitted extra sessions until the invoice is settled. The preferred payment method is direct into bank.

3.7.3. The Dragon Club Manager will ensure that an accurate register is kept of who attends each session, and ensure that invoices reflect these sessions, so there is no dispute

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3.8. Holiday Club

3.8.1. The Dragon Club Manager will pass details of dates & pricing to the finance team prior to being circulated to parents. (Appendix 5 & 6). The deadline for booking & receipt of payment will be 2 weeks before the start of the club.

3.8.2. Dragon Club will confirm that the club will run 2 weeks prior to the starting date. The deadline for receipt of payment will be 10 days prior to the starting date (Appendix 6) as indicated on the calendar.

3.9. Special Events

Details of any special events e.g. Dragon day should be given to the finance team at least 4 weeks prior to the event, to ensure there is time to obtain any special resources required. This should include information on proposed expenditure and income. Any cash generated must be handed to the finance team on the day following the event.

3.10. Float

Requests for a float should be submitted to the Trust finance team at least 2 weeks in advance. The request should include a signed letter from the staff member agreeing that, if the float is not returned in full within one week of the event, the amount will be deducted from their next salary payment.

3.11. Reporting

The finance team will prepare all required information for the month end process and pass to the Finance Manager. (Bank reconciliation, Aged Debtor Report and Accruals if applicable). The Aged Debt report is distributed to the Dragon Club Manager (as above).

3.12. Budget

The Dragon Club Manager will prepare a budget bid each year during the Spring term with requirements for the following year's budget.

3.13. Auditors

Dragon Club Manager to keep signed contracts for ALL pupils for review by auditors at any time of the year.

Authorised by	The Board of Trustees (3 rd October 2018)
Effective Date of the Policy	October 2018
Effective Date for Review	October 2020

Appendix 1: REGISTRATION FORM

CONFIDENTIAL

Speenhamland School



DRAGON CLUB REGISTRATION FORM

Please complete the following details regarding your child and return the form to the Dragon Club. The information is required under the 1986 Education Act and will be treated in the strictest confidence.

Please use block capitals and complete ALL sections of the form – thank you.

CHILD'S SURNAME:

FIRST NAMES:

PREFERRED NAME: **DATE OF BIRTH:**

(dd/mm/yyyy)

GENDER: Male Female

ADDRESS:

.....

..... **POST CODE:**

SCHOOL ATTENDING:

CONTACT DETAILS

• Mother

Title..... Forename.....

Surname

Address

..... Postcode.....

Telephone:

Home

Work

Mobile

Email:

Occupation:

• Father

Title..... Forename.....

Surname

Address

..... Postcode.....

Telephone:

Home

Work

Mobile

Email:

Occupation:

OTHER EMERGENCY CONTACT DETAILS IF REQUIRED	PERSON WHO WILL COLLECT FROM THE FACILITY <i>(If different)</i>
<p>Title..... Forename.....</p> <p>Surname</p> <p>Address</p> <p>.....</p> <p>..... Postcode.....</p> <p>Telephone:</p> <p>Home</p> <p>Work</p> <p>Mobile</p> <p>Email:</p> <p>Relationship to your child:</p> <p>Eg: Grandmother, aunt, child minder</p>	<p>Title..... Forename.....</p> <p>Surname</p> <p>Address</p> <p>.....</p> <p>..... Postcode.....</p> <p>Telephone:</p> <p>Home</p> <p>Work</p> <p>Mobile</p> <p>Email:</p> <p>Relationship to your child:</p> <p>Eg: Grandmother, aunt, child minder</p>

MEDICAL INFORMATION
<p>Please mention <u>any</u> medical condition, medical needs or health concerns that might affect your child's life in school.</p> <p>.....</p> <p>.....</p> <p>Name of Doctor: Tel No:</p> <p>Medical practice & Surgery address: Ongoing Medication:</p> <p>.....</p>
Does your child have any additional needs or dietary requirements? <i>(Please give full details)</i>
<p>.....</p>
Does your child suffer from any allergies?
<p>.....</p>

Permissions

I give permission for my child to be given any necessary emergency medical advice or treatment.

I give consent for my child to use equipment without a helmet, otherwise I will provide a helmet for my child that fits correctly and is specifically fitted for my child.

I give Dragon Club permission to take photographs of my child to record activities; the pictures may be used on the school twitter account.

Signed:

Dated:

Relationship to Child:

Appendix 2: CONTRACT



Dragon Club – Parent’s Payment Contract (Sept to July 2019)

Please sign & return this contract to Ms Bridget Monger as soon as possible and no later than Thursday 12th July, in order to secure your place.

Name of child/children:

We are delighted to confirm your regular term time weekly booking for your child/children at the Dragon Club.

Current fees are as follows:

Session	1 st child	Siblings
Term time 08.00 - 08.55	£3.00	£3.00
Term time 15.00 – 18.00	£10.40	£8.60

Your booking is for the following days/times:

Day	08.00 - 08.55	15.00 – 18.00
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Based on your regular booking, your monthly fee for payment by Standing Order is £

This has been calculated by adding up the total fee for applicable weekdays through the academic year, then dividing by 11 (months). In this way, your payments are spread evenly over 11 months from September to July..

Payment by Standing Order is required for all regular term time bookings. You should arrange for payment of the above amount into the Speenhamland bank account by the 5th of each month. We accept payment through Employers Voucher Schemes.

If paying with childcare vouchers, please provide the following information:

Name of provider:

Monthly amount to be paid by voucher:

Bank account details for Dragon Club:

HSBC, 6 Northbrook St, Newbury RG14 1DJ
Sort Code: 40-34-12
Account Name: Speenhamland School
Account Number: 02175592

Please use your child’s initials on the payment so that we can identify which child it relates to. E.g. FRED SMITH D-CLUB

If you change your regular term time booking during the School year, we will recalculate your monthly fee and confirm this in writing. You must make arrangements to amend your Standing Order immediately.

WE REQUIRE 4 WEEKS WRITTEN NOTICE TO CANCEL A REGULAR BOOKING.

Rules Regarding Fees

Fees must be paid on a timely basis as there must be no accumulated debt on your account. Failure to make regular payments will result in a reminder letter. All outstanding fees should be paid within 2 weeks of this. If payment is not received we reserve the right to exclude your child/ren from Dragon Club. This may result in the place being allocated to a child on the waiting list.

If you are experiencing financial difficulties please come and talk to us.

If you have any queries about this information, please contact Bridget Monger
On 01635 41077 or bmonger@speenhamland.newburyacademytrust.org putting DC in the subject.

- I have read and understood the terms of payment.
- I have arranged for payment by Standing Order as requested above.
- I accept all terms and conditions relating to payment of fees.
- I agree to a late collection charge of £10 per 5 minutes per child after 18.00.

Signed:

Date:

Print Name:

Email Address:

Telephone Number:

Appendix 3: PRICING STRUCTURE



Current Pricing Structure

Session	1st Child	2nd Child
Standard Sessions		
Morning 08.00-08.55	£3.00	£3.00
Afternoon 15.00 18.00	£10.40	£8.60
Holiday Club 08.00 – 18.00		
All day	£24.00	£20.00
3 hours	£12.00	£10.00
Summer Playscheme 09.30- 13.30		
Daily Rate	£15.00	-
Weekly Rate	£60.00	-

NAT Staff receive a 50% discount on the above prices. This discount only applies to standard sessions and not holiday club or Summer Playscheme.

Annual review to be taken to Governors' Finance Committee meeting in Summer term.

Appendix 5: WEEKLY CASH/CHEQUES RECEIVED



Speenhamland School

Main School

Payee Details	Details	Net £	VAT £	Gross £
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CASH

CHQ

£

Date



Time Table for Dragon Club 2018-2019

Holiday	Completed form back to Dragon Club	Confirmation to parents if we can open	Payment needs to be made by:
October half term Monday 22 nd October until Monday 29 th October	Thursday 4th October	Monday 8th October	Friday 12th October
Christmas Holiday Thursday 3 rd January until Monday 7 th January (2019)	Thursday 6th December	Monday 10th December	Friday 14th December
February Half Term Monday 18 th February until Friday 22 nd February	Thursday 31st January	Monday 4th February	Friday 8th February
Easter Holiday Monday 8 th until Friday 12 th April	Thursday 21st March	Monday 25th March	Friday 29th March
May Half Term Monday 27 th May (Bank Holiday) until Friday 31 st May	Thursday 9th May	Monday 10th May	Friday 17th May
Summer Play Scheme Monday 29 th July until Friday 24 th August	Thursday 4th July	N/A	Friday 19th July

Inset Afternoons from 12 pm

Wednesday 19th December

Thursday 4th April

Inset Days open all day

Monday 29th October

Monday 7th January

The Dragon Club reserves the right to not run a Holiday Club should the demand not be cost effective.



Dragon Club – May Holiday Club Booking Form

Please return this form to Dragon Club by Thursday 10th May to secure a place for your child.

Name of Child/Children:

Rates: £24 per day, with siblings £20 per day

Day	8.00-18.00
Tuesday 29 th May	
Wednesday 30 th May	
Thursday 31 st May	
Friday 1 st June	

Bank account details for Dragon Club:

HSBC, 6 Northbrook St, Newbury RG14 1DJ
Sort Code: 40-34-12
Account Name: Speenhamland School
Account Number: 02175592

Confirmation will be made to parents if we will open or close by Monday 14th May. All payments must be made in advance by Friday 18th May.

Please use your child’s initials on the payment so that we can identify which child it relates to.
eg: FRED SMITH D-CLUB MAY

- I have arranged for payment as requested above.
- I understand that no refunds will be given once the sessions have been paid for.

Signed: Date:

Print Name:

Relationship to the child/children:

Email address:

Telephone Number: