

Manor Leas Infant School

an academy building the foundations for life-long learning



Headteacher: Miss C Turner
BA (Hons), PGCE

Manor Leas Infant School Wraparound Care Agreement

At Manor Leas Infant School, we offer term-time wraparound school care on our school site, called Busy Birds. Busy Birds is operated by school staff and will support families to extend the care for their child outside of the normal school day. Busy Birds is not open on INSET days and is open to pupils registered at Manor Leas Infant School. The wraparound care will provide an opportunity for children to engage in lots of different activities during the week, such as drawing, crafting and playing outdoors, as well as to receive a meal and a drink at each session.

Our wraparound care hours are:

Breakfast Club: 7.30am – 8.40am

After School Club: 3.10pm – 6.00pm

Meals

Food will be provided by our school lunch provider, Kidz Kitchen, who will deliver food in line with School Food Standards. Any dietary information for your child will be shared with relevant staff and food providers.

Breakfast

A variety of breakfast foods will be served across the week, including cereal, toast, pancakes, crumpets, fruit, milk, water and fruit juice. Please note that if your child arrives at breakfast club after 8.10am, they may not receive a breakfast as serving may have finished by that time.

After school

A cold evening meal is provided each day, such as a sandwich, fruit, yoghurt, cheese and a drink.

Our fees from September 2025 are:

Breakfast (from 7.30am): £4.00

After school (until 6.00pm): £8.50

Charges are subject to review and may be adjusted from time to time to reflect costs. Fees must be paid at the time of booking.

Drop Off and Collection

Children should be dropped off and collected at the door to Busy Birds, which is located on the left side of the school as you look at it from the car park. Children must be dropped off and collected at Busy Birds by someone aged at least 16 years old. Your child will only be released to the person collecting them if they have been named on your wraparound care admission form. If you wish to add or amend this information please email enquiries@manorleasinfant.org We like to use the outside learning environment regularly, so

Hykeham Road, Lincoln LN6 8BE

Tel: 01522 681810

E-mail: enquiries@manorleasinfant.org

Website: www.manorleasinfant.co.uk

Manor Leas Infant School registered in England (Co No 08041135)



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if you come to collect your child and you do not receive a response after ringing the bell, please call the number on the wraparound care door. If parking on the school site please use the visitor bays, which are located near the entrance to the school. A disabled bay is available for Blue Badge holders. We ask parents and carers to avoid the numbered bays as they are allocated to school staff.

Online Booking

We use an on-line booking system called Arbor. Please see the user guide to help register and book.

Places are allocated on a first-come, first-served basis and you will be able to book up to a half-term in advance. Bookings will close on a Friday for the following week in order to organise food and staffing. Please note that we do not have unlimited places for each session so early booking is advised. If you need to book after the bookings close, please contact the School Office via phone on 01522 681810. **Please be aware that if you book on the day, an evening meal may not be available for your child as the meals may already have been organised.**

All sessions will require payment at the time of booking. We can also accept payment through the Universal Credit and Tax-Free Childcare schemes.

**If you are booking more than one club, please ensure you pay for each club separately.
Do not pay for multiple clubs in one payment.**

Please contact the school office if you need to cancel your booking and you will be issued a refund. **Please note that any cancellations made on the day will still be charged.**

Late fees for after school care:

If you know you are going to be late for pick-up please let the wraparound staff know as soon as possible by calling school.

After 6.00pm you will automatically be charged a late fee of £10. A charge of £1 per minute will apply after 6.10pm. Extenuating circumstances will be dealt with on an individual basis at the Head Teacher's discretion.

Late fees must be paid within one week of being issued or you will be restricted from making any further bookings.

Sickness and Medical Procedures

In the event your child is unwell and cannot attend a registered session, please contact the school; please note this should be by 7.30am for breakfast club. If your child does not attend a pre-booked session, for whatever reason, refunds will not be provided.

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If your child becomes poorly whilst in our care, you will be contacted to arrange for your child to be collected. Busy Birds staff will have relevant first aid training, will have details of the children's medical conditions and have access to their medication if required. Any first aid incidents and illnesses will be managed in accordance with whole-school procedures and parents/carers will be notified of any incidents.

Behaviour management

Busy Birds is committed to providing a safe and happy environment for the children who attend. If a child's behaviour is a risk to the safety and well-being of staff and/or other children in our care, we will follow our behaviour policy in dealing with such behaviour, in close dialogue with parents to seek a resolution of the issue. In the event that a child's behaviour is reasonably considered to endanger others, and all routes according to our behaviour policy have been adhered to, we will take external advice and arrange a meeting with parents/carers to discuss further options available. If a parent/carer does not support Busy Birds in gaining help and advice from outside agencies, or all reasonable avenues of support have been exhausted, then we reserve the right to terminate this Agreement and the child's place at Busy Birds.

Safeguarding

Busy Birds staff will have safeguarding training and will follow school safeguarding policies and procedures; any safeguarding concerns will be managed in line with these procedures. Appropriate staffing ratios will be followed for all pupils who attend wraparound care.

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Wraparound Care Admissions Form

Child's Full Name	Please underline the name by which the child is usually known	
Name of sibling (s)		
Year Group		Male / Female

EMERGENCY CONTACT DETAILS: I give permission for school to contact the following people in the event of an emergency or illness if I cannot be contacted.

Emergency contact	Relationship to pupil	Telephone number

PERMISSION TO COLLECT FROM WRAPAROUND CARE: I give permission for the following people to collect my child from wraparound care.

Name	Relationship to pupil	Name	Relationship to pupil

Any known allergies or medications	
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All other relevant information will be taken from your child's school admissions form.

By signing this document, you are:

- confirming that you have updated the school with any changes to your child's medical or dietary needs.
- confirming that you understand that school policies and procedures will be followed at Busy Birds
- confirming you have read, understood and agree to the terms and conditions as outlined in our Wraparound Care Agreement.

Name of Parent or Carer	Signature of Parent or Carer	Date

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