



South Gosforth First School

'Roots to grow and wings to fly'

Skylarks Wraparound Provision

Bookings and Payments Policy 2025-2026

	Staff <ul style="list-style-type: none">• Read it• Chance for feedback	FGB Approval <ul style="list-style-type: none">• Approved	Accessible <ul style="list-style-type: none">• Website link saved
Review Date:	June 2025	June 2025	June 2025
Next Review Due:	June 2026 (or earlier if required)		

Bookings

Bookings will open for all parents/carers on the 16th June 2025 for the new academic year (Sept 2025 – July 2026).

Sessions can be booked 30 days in advance of any date required however, parents/carers are able to book up to a full academic year in advance if required.

If parents/carers require a booking to be made within the 30 days of the date/s required or an ad-hoc booking, please contact the school office by email on wraparound@sgfs.uk. Whilst we will try our best to accommodate any requests, this should not be the usual way of booking and all bookings should be made as outlined above as we cannot guarantee an ad-hoc place at either breakfast or after school club due to school staff needing to pre-arrange staffing ratios and food requirements.

Non-attendance of bookings will also be monitored. If sessions are booked and then no longer required, they must be cancelled at least 30 days before the session by parents/carers on ParentPay. Payment will still be required if the session is not cancelled in time. If the session has already been paid for and you cancel 30 days prior, a credit will be issued to your ParentPay account (not your bank account). If bookings are made and consistently not attended or cancelled, then South Gosforth First School reserve the right to cancel future bookings.

Payments

Parents/carers will have the option to book places now and pay later. This will enable all parents/carers to book sessions for the full year if they know which sessions they need – **However, we would politely request that all parents/carers do only book for the sessions which they know that they will definitely require for their child(ren) and don't book all sessions and then cancel them later, in order to allow school to make appropriate arrangements for staffing and food ordering etc in advance.**

In order for the school office to facilitate bookings in advance, we need to ensure that regular payments are made by parents/carers for the sessions required. Parents/carers will need to pay at least a month's bookings by the end of the previous month **e.g. payment for September's bookings must be paid by 31st August.**

If parents/carers wish to pay for the sessions using [Tax-Free Childcare](#) or [Universal Credit Childcare](#), families will need to take into consideration that these can take a much longer to come through to school (the voucher must still be received by the deadline date of the end of the previous month as outlined above). Parents/carers can check if they are eligible for either of these schemes through accessing the following website: <https://www.childcarechoices.gov.uk/>

If payments remain outstanding following any reminders, South Gosforth First School reserve the right to cancel future bookings until the account has been credited. If children are not collected despite bookings being cancelled, the late collection fee (as per our 'Attendance & Punctuality' policy) will be implemented and a charge will be issued on ParentPay.

The cost is discounted for those with siblings in school and this payment option should only be chosen if you have booked multiple children into the same session.