



Archdiocese of Birmingham
Our Lady of Grace Catholic Academy
Principal: Mrs S Rathbone, BA (Hons) NPQH
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Wraparound Care Information & Guidelines

Dear Parents and Carers,

As we prepare for the new academic year, we would like to remind all families of our wraparound care guidelines, which will take effect from 1st September 2026.

Our wraparound care provision is designed to provide a safe, caring and well-organised environment for children before and after school. To ensure the service runs efficiently for everyone, we ask that all families follow the guidelines below.

Morning Provision

Early Birds (from 7:30am)

Breakfast Club (from 8:00am)

Year Group	Cost	Year Group	Cost
Nursery	£4.50	Nursery	£2.50
Reception to Year 6	£2.50	Reception to Year 6	FREE

Please note: Children attending Breakfast Club must arrive by 8:15am.

After School Care Club

Opening Times: 3:10pm-6:00pm

Session	First Child Cost	Sibling Cost
3:10pm-5:00pm	£5.00	£3.00
3:10pm-6:00pm	£7.50	£6.50

We are pleased to offer a sibling discount for families using care club.

Booking Guidelines

To ensure that we can provide safe, high-quality care for all children, all wraparound care sessions must be booked through Arbor at least 48 hours in advance, after this period the system will lock bookings.

Advance booking enables us to:

- Plan appropriate staffing levels.
- Meet required adult-to-child ratios.
- Prepare activities and refreshments.
- Ensure sufficient places are available.

Care Club places are allocated on a first-come, first-served basis. Once capacity has been reached, no further bookings will be available through Arbor.

Emergency Bookings

We understand that emergencies can occasionally arise. If you require childcare at short notice, please contact the school office on 01782 512644 to check availability.

Emergency places will only be offered where capacity allows.

A £9.00 late booking fee will apply to all bookings made within the 48-hour booking period.

Charges for Late or Unbooked Sessions

To ensure the smooth running of our provision, the following charges will apply from September:

- All chargeable sessions must be booked at least 48 hours in advance.
- Late bookings will incur a £9.00 booking fee.
- Children attending without a booking will also incur a £9.00 booking fee.
- Charges will be added directly to your Arbor account.

Our Expectations

To help us provide the very best service, we kindly ask parents and carers to:

- ✓ Book all sessions through Arbor in advance.
- ✓ Ensure children attending Breakfast Club arrive by 8:15am.
- ✓ Collect children promptly at the end of their booked Care Club session.
- ✓ Notify the school office as soon as possible if your child's attendance changes.

We appreciate your continued support in helping us provide a safe, enjoyable and well-managed wraparound care service for all our families.

If you have any questions, please contact the school office, who will be happy to help.

Thank you for your continued support.

Yours Sincerely,

Mrs L Harrington
Academy Manager



St Gabriel
the Archangel
Catholic Multi-Academy Trust