



South Gosforth First School
'Roots to grow and wings to fly'

Skylarks Wraparound Provision **Bookings and Payments Policy**

	Staff • Read it • Chance for feedback	FGB Approval • Approved	Accessible • Website link saved
Review Date:	June 2026	June 2026	June 2026
Next Review Due:	June 2027 (or earlier if required)		

Bookings

Bookings will open for all parents/carers for the new academic year (September 2026 – July 2027) on the **13th of July 2026** via our **online ParentPay system**.

Please note that existing SGFS families will only be able to book wraparound care for September 2026 and onwards once they have cleared any outstanding balances for wraparound care payments from academic year 2025-2026.

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 Skylarks Wraparound Care team 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 for 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 within 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.

We ask all families to please complete the registration form below before making any bookings:

https://forms.cloud.microsoft/pages/responsepage.aspx?id=F7yuKujEe0u7pEf4RHlkivhewshSJ_RFvMI6IESb725UNDRPNzFNVkNSWFNDQkIGTlpNRjBCWDNNRCQIQCNjPTEu&route=shorturl

Payments

Bookings for Skylarks Wraparound Care are to be made via ParentPay. 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.

Families are requested to ensure that all of their payments are kept up to date for any before or after-school childcare which they have accessed. Bookings must be made and paid for either at the time of booking or at least a full month in advance by the end of the previous month e.g. payment for September's bookings must be paid by 31st August. **If payments are not kept up to date in line with these requirements, parents / carers will not be permitted to make any subsequent bookings at Skylarks until their balance is brought up to date. If any parents / carers do not make any attempt to pay for childcare services which they have accessed for their children, even after 2 reminders, this will be classed as a 'Civil Breach of Contract' or 'Fraud by False Representation' (accessing services with no intent to pay) and legal proceedings may be actioned against the family.**

Any arrears on payments will be handled initially by the School Business Manager and this could mean that children will no longer be eligible for a place.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the Skylarks wraparound care team as soon as possible using the following email address – wraparound@sgfs.uk Our staff will treat all matters confidentially and arrange for a discussion around this to take place in private.

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 and brought up to date.

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 for wraparound care is discounted for any additional pupils from a family (eg siblings) - This payment option is only available if you families booked multiple children into the same session.

Pricing

Skylarks Breakfast Club	First Child	Second Child	Third Child
Cost	£6.50	£6.25	£6.00

Skylarks After School Club	First Child	Second Child	Third Child
Cost	£14.00	£13.00	£12.00

We recognise that we may have some pupils who have high-level SEND needs whose families would like them to access Skylarks Wraparound Care – If this is the case, we would ask these families to please come and talk to the Skylarks team to see what support can be put in place to meet the needs of these pupils. If a particular child would require one to one support during breakfast or after school club (and this staffing is available before / after school hours) a higher payment rate would need to be negotiated in order to cover the additional staffing costs incurred.

If families require a booking to be made within the 30 days of the date/s required or an ad hoc booking, please contact the Skylarks wraparound care team by email using the following email address to make this enquiry – wraparound@sgfs.uk . Whilst we will try our very best to accommodate late bookings within the 30 day booking timeframe, we cannot guarantee that we will be able to facilitate these requests if we have no available spaces left. Please note that booking within the 30 days should not be the usual way of booking and all bookings should be made as outlined above where possible, as we cannot guarantee an ‘ad-hoc’ place at either Skylarks breakfast or after school club due to needing to establish staff ratios and food requirements linked to pupil numbers attending.

Pricing and fees will be reviewed at least annually by the Resources & Finance Governor Committee.

Please note the following:

- Families will need to be charged for allocated places regardless of whether your child attends or not (e.g.
- absence due to illness). This is due to staffing and overtime arrangements which will have already been made by school based upon pupil numbers.
- If parents/carers wish to cancel a session then they must to this at least 30 days before the session. The ParentPay system will not allow families to cancel after this time.

- Your child can attend Skylarks Wraparound Provision after another school-based extra-curricular activity has finished. Please note that families will still need to pay for the wraparound care session in full.
- If parents/carers change their mind about their child(ren)'s place(s) from September 2026, school will require one month's notice of this change.
- If bookings are made and consistently not attended or cancelled, then South Gosforth First School reserve the right to cancel future bookings.
- If families use [Tax-Free Childcare](#) or [Universal Credit Childcare](#) and are unsure about how to pay monthly, please speak to the School Office and staff will do their best to help.