



Late Bookings & Late Collection / Early Arrival Policy

The following policy applies to before and after school provision.

Abbey Gates wraparound provision endeavours to be as flexible and accommodating as we can when it comes to late bookings. To support working parents and carers, school has a number of booking variations which we endeavour to action including Flexi bookings for parents who work changing shift patterns, and ad hoc bookings where we have spaces.

Any sessions booked after the cut-off date will incur an administration fee and places are not guaranteed.

Abbey Gates wraparound provision operates on a strict pre-booking system and on a first come first served basis. If a booking is not made and payment not received within the timeframes outlined in our Terms and Conditions, entry may be refused.

Early Arrival & Late Collections

Our opening hours are set from 7.30am to 6pm, with sessions running from 7.30am – 8.50am for Breakfast club and 3.25pm – 5.00pm or 3.25pm – 6.00pm for After school club. These timings must be adhered to.

Your arrival time must not be before your selected booking start time i.e. 7.30am for Breakfast Club. Children can arrive any time between 7.30am and 8.50am.

Children can be collected from After School Club at any time during their allotted session. We understand that lateness can happen on occasion due to unforeseen circumstances, but we do have to stress that we discourage late collections. If children are collected late, you will be charged. If you are running late, please contact the school office. After 4.30pm you will have the option to dial 1 and speak directly with the wraparound team.

10 minutes late: £15

Every 10 minutes after this: £10

This balance will be charged to the account and must be paid to continue attending the sessions.

If lateness occurs often, termination of agreement may apply as outlined in our Terms & Conditions.