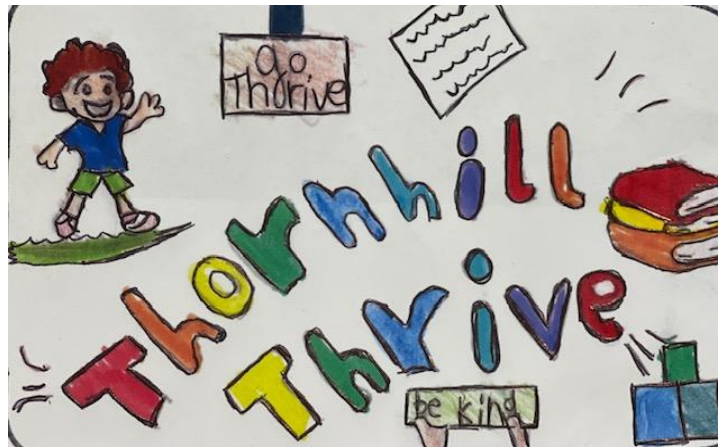


LADY JOANNA THORNHILL (ENDOWED)
PRIMARY SCHOOL



Thornhill Thrive

Ofsted URN :118706

(Wrap-around care for the Head, Heart and Hand)

WRAP-AROUND CARE AGREEMENT FORM

Our vision is that children have an opportunity to experience wrap-around care provision which is for the head, heart and hand. This vision is an extension of the school's curriculum offer and we want pupils to feel happy, nurtured and to have fun engaging in wide-ranging activities.

Every child has the right to have fun and no child has the right to disrupt the play of others. Every staff member, child and parent have a responsibility to positively contribute to the ethos of our Breakfast and After School Club including through the behaviours we display. Establishing a safe, positive and caring environment is an essential prerequisite for Thornhill Thrive.

We endeavour to continually develop a strong nurturing ethos striving to ensure the following:

- We care for each other like family, replicating the same values that Lady Joanna Thornhill (Endowed) Primary School has so well established.
- Every child in our care is listened to and cared for. We understand that a child's behaviour is always a form of communication.
- Children need to feel safe in our care.
- Children in our setting are taught to use their words and to talk about their emotional well-being, as they are in school.
- We provide activities and a variety of resources to entertain and provide fun for the children during their time with us.
- Our expectations of staff and children reflect those expected in school. We have three school rules which permeate our vision and core values:
 - Aim high
 - Stay safe
 - Be respectful

Aims of Thornhill Thrive:

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- To encourage a calm, purposeful and happy atmosphere within both our Breakfast and After School Club.
- To foster positive and caring attitudes towards everyone within the provision.
- To encourage increasing independence and self-discipline so that each child learns to accept responsibility for their own behaviour.
- To have a consistent approach to behaviour whilst in our extended care provision with parental co-operation and involvement.
- To raise a child's self-esteem.
- To provide clear boundaries for acceptable behaviour to ensure physical and emotional safety.
- Ensure appropriate behaviour and language throughout the club.
- Encourage and praise kindness, helpfulness and politeness.
- Ensure that parents are informed and involved in decisions and conversations regarding their child where appropriate.
- Prevent bullying.

Expectations for our children:

- To be polite, friendly and caring at all times.
- To care for the environment and treat all toys and equipment well.
- To always respect and listen to members of staff.
- Consider the effects of their actions on others.

Rewards for Positive Behaviour:

All behaviour is in line with the school policy and we follow the three school rules:

- Aim high
- Stay safe
- Be respectful

In Thornhill Thrive, we wish to continue to affirm and celebrate great behaviour and achievement as is done in Lady Joanna Thornhill (Endowed) Primary School during the main school day.

- Daily Rewards - Verbal Praise
- Supportive and encouraging language
- Stickers
- Certificates – Kindness certificates and Star of the Moment

Approaches and Consequences for Negative Behaviour:

The behaviour approach used within Thornhill Thrive is similar to that in the mainstream school, whereby we allow children the opportunity to reflect upon negative behaviour but also learn from their experiences.

- Verbal Warning - Children will be spoken to about negative behaviours that they are showing, this will give them the chance to modify behaviours. The focus of the conversation will be to reinforce desired and appropriate behaviours.
- Yellow Card - If a child has shown disrespectful behaviour towards peers or staff, has refused to comply with an instruction given by a member of staff, has sworn, deliberately damaged school property, disrupted play of another child, pushed another child whilst arguing or continued general poor behaviour after a warning, a yellow card will be given. Once given, the child will be asked to stay with a member of staff for ten minutes and taken away from the activity they were involved in. In some cases, the Thornhill Thrive Manager will be asked to speak to the child, depending on the level of the negative behaviour.

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- Red Card - If a child has been issued with both a verbal warning and yellow card and is persistent in poor behaviour or deliberately hurts another child by punching, kicking, scratching, biting etc; if child has physically caused harm to an adult; had rough play resulting in injury to other children, a Red Card will be issued.

A Red Card will result in the child being immediately taken to the Thornhill Thrive Manager to be spoken to and a call home to parents will happen in due course. We may also make a decision to exclude a child from Thornhill Thrive for one week if we believe this sanction is required and ultimately a permanent exclusion, if more than two red cards have been given in any one term.

Whilst the above lists are examples of the types of behaviour which constitute each sanction, we recognise that we have a large range of ages and expectations of children, so each negative behaviour would have to be considered in line with the child's developmental understanding and specific needs.

The school reserves the right to withdraw the childcare provision if a child presents behaviours which cause significant harm to a child, adult or themselves posing a safeguarding risk.

Thornhill Thrive Routines:

To ensure we provide the best possible provision the following rules and procedures have been implemented:

- When the bell is rung for quiet, all staff and children must remain silent to ensure that staff can deliver messages and everyone can hear what is being said.
- Balls may only be used in the playground, under the supervision of a Thornhill Thrive member of staff.
- Staff aim to serve food between 7.30 and 8.25am every morning and 3.50 - 4.25pm. Thornhill Thrive staff will encourage children to eat on arrival to breakfast club, before participating in other activities, preventing them missing the chance to eat.
- If your child is not participating in a snack in the evening, we ask that they quietly read a book or play a quiet game/puzzle of their choice throughout the duration of the meal. This ensures meal time is calm and focused.
- Whilst children are eating, the dinner tables will be kept clear of books, toys, colouring etc so that meal time is calm and focused.
- Children must always seek permission when leaving the main hall to go to the toilet.
- Any child with a mobile phone must give this to a member of staff at the beginning of any sessions, these will be given to the School Office after Breakfast Club or returned to the child on collection from Afterschool Club.
- Children once signed in with us (in After School Club) can only leave when parents/carers have signed them out.
- A call home will be made to any child's parents/carers, who have not notified us that their child will be absent from an after-school session. This is to ensure that the child is safe and in the right place. Ideally, please contact Thrive at thrive@ladyj.kent.sch.uk before the session takes place or contact the Thornhill Thrive mobile on 07542 992734. Please note the mobile is not manned between 8.45am – 3.15pm.
- If your child attends the after-school provision, please ensure you collect your child by **6pm**. If you are repeatedly late a fine will be incurred. If a child is collected from Afterschool Club after 6pm as noted by the Thornhill Thrive staff timekeeping the parent/carer will be charged a late collection fee of £5. If a child is collected late from Afterschool club 5 times in a school term the place will be released to be absorbed by the waiting list.

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- Once sessions have been agreed these will remain in place from month to month, year to year unless the school cancels the sessions, the parent/carer gives written notice via email to thrive@ladyj.kent.sch.uk or the child leaves the school roll.
- A child will not be allowed to attend sessions and the place will be released if:
 - The child does not attend a booked session for 5 sessions within a month save for agreed extenuating circumstances, or attendance of school run clubs.
 - The child has 5 days unauthorised absence from the normal school day within any period be that a week, month, term or year.
- No child may be booked into Breakfast/Afterschool club if the parent/carer has ANY debt (extended care or school meals) accrued to the school for and up to the previous month. ie if by 1st of the month a debt accrued previously has not been cleared the child will not be booked or allowed into sessions from the 1st of the month and the place will be released.

Food and allergies:

During our morning provision, a selection of toast and cereals are provided at 7.30am. Please speak to a member of staff if your child has any allergies that we may not have been made aware of.

Later in the evening (between 3.50 – 4.25pm) we provide a light snack. If your child requires anything more, you are very welcome to supply them with additional portions of fruit. Please keep it to fruit as it keeps risk of allergy reactions to a minimum for both your child and others.

Should your child be given treats, due to celebrations in class at the end of the day, they will be kept safely by staff until your child is collected.

Terms and Conditions:

The Terms and Conditions below relate to Thornhill Thrive (Wrap-around care for the Head, Heart and Hands). Parents/Carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form, you agree that you have read and understood all terms and conditions and any queries should be resolved before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/Carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing via email to thrive@ladyj.kent.sch.uk.
3. The service will be managed by ParentPay.
4. To access the clubs, parents/carers must use the entrance gate at the back of the school walking through the staff car park and ring the intercom green button labelled with the service's name (Thornhill Thrive) when they arrive. School office staff will not admit children through the front entrance. The normal school reception buzzer at the back gate will not respond to any query / call related to the service. **Users of Thornhill Thrive must use the Thornhill Thrive buzzer.**
5. The Breakfast Club starts at **7.30am**. Children must arrive before **8.25am** if they wish to have breakfast. No breakfast will be served after this time. Lessons start at 8.45am and children will be escorted to class at **8.35am**.
6. An authorised adult must sign the attendee into The Breakfast Club on each morning they attend. **Children must not be left at the gate or dropped off alone to sign themselves into club.**

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7. After School Club starts at 3.15pm and Key Stage 1 children will be collected from class. Key stage 2 pupils would be expected to make their way to the club for registration. Snacks will be served during club hours. After School Club closes promptly at 6pm and parents can collect children any time before 6pm. An authorised adult must sign out a child at the end of the afternoon.
8. The Breakfast Club and After School Club will not run on days that the school is closed to pupils. Parents/Carers will not be charged for days that the club is closed.
9. If your child is unable to attend a session, you must notify Thornhill Thrive staff as soon as possible. You must also notify the school office if their absence means they will be absent from school.
10. **Termly bookings can be made via ParentPay. At the time of booking, you will select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason, including attendance at a school club and sickness, you will not be entitled to a refund.**
11. **Ad hoc bookings can be made via ParentPay. We politely request that you give 48 hours' notice at the time of booking. This notice period is essential for safeguarding purposes and to ensure that the correct staff:child ratio is provided. We will try and accommodate emergency requests wherever possible, but these cannot be guaranteed.**
12. **If an ad hoc booking is cancelled with less than 48 hours' notice, you will not be entitled to a refund.**

FEES AND INVOICING

The fees set out below are for the academic year 2026-2027 and will be reviewed annually. Ad hoc bookings incur a higher charge due to administrative costs, last minute changes required for staffing to ensure the correct staff:child ratio is provided and additional food preparation requirements.

Breakfast Club:

		Termly Booking	Ad hoc booking
1 st Child	7:30 – 8:45am	£6.00	£7.00
All other siblings	7:30 – 8:45am	£5.00	£6.00

After school club:

		Termly Booking	Ad hoc booking
1 st Child	3.15pm – 6.00pm	£12.00	£13.00
1 st sibling	3.15pm – 6.00pm	£10.00	£11.00
All other siblings	3.15pm – 6.00pm	£9.00	£10.00

Payment:

13. The school uses ParentPay to enable parents and carers to pay for school meals, clubs run by staff volunteers and school trips.

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14. Payment for Breakfast Club and After-school Club will be required to be made by ParentPay or childcare vouchers.
15. All parents and carers will receive login details for ParentPay and will be able to book Thrive sessions using the website. Parents and carers will be given advance notice of the move to ParentPay.
16. **Termly bookings: regular termly bookings can be made in advance. At the time of booking, you will select specific days/dates which you would like your child to attend. ParentPay requires payment for the selected sessions at the time of booking.**
17. **Ad hoc bookings can be made via ParentPay. At the time of booking, you will select specific days/dates which you would like your child to attend. ParentPay requires payment for the selected sessions at the time of booking.**
18. If childcare vouchers are used as the method of payment, these must be paid directly to the school's bank account and a reconciliation of the funds will take place to secure the booking.
19. Once your child has been allocated a termly place, you must give a full term's notice to cancel this agreement.
20. In the case of an emergency and if there is an available space, a booking may be made by contacting the school office. Payment for the session is required in advance to secure the place.

Late Collection Fee:

21. It is extremely important that children are collected on time from After-school Club. The club finishes at **6.00pm**.
22. Parents/carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Parents/Carers must appoint a responsible adult to collect their child(ren) and those responsible persons must be named on the registration form. It is a parent/carer's responsibility to ensure those authorised to collect children understand the importance of collecting the child on time. After two late collections in any half term period, a verbal warning and reminder about collecting your child on time will be issued. Subsequent lateness will be followed by a written warning and may lead to the child's place being withdrawn.
23. Thornhill Thrive reserves the right to charge a late collection fee. Parents/carers that collect their child after 6.00pm will incur a late collection charge of £5.00 for up to 15 minutes. Subsequent 15-minute blocks will be charged at an additional £5.00 each. ***This charge applies if late collections occur more than once in any half term.*** Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any further sessions at Thrive.
24. If you are late collecting your child from school, the school office will take them to Thrive at 3.30pm. A charge of £6.00 will be applied until 15.45. After 15.45, the usual ad hoc fee of £13.00 will apply. For both these charges, a payment item will be set up on ParentPay.
25. The Thornhill Thrive service is additional care outside of normal school hours. The club's policies and procedures reflect the school policies and procedures.

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26. The Thornhill Thrive Service/Staff aim to provide a safe, stimulating and happy environment for all children. Thornhill Thrive Staff reserve the right to exclude any child whose behaviour is disruptive, in accordance with the school's Behaviour Policy.
27. We endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Thornhill Thrive Staff. If this is not resolved, please contact the School Business Manager. If you are unable to resolve this issue, please follow the school's formal complaint procedure.
28. Please note: Children will only be dismissed to the responsible adults named on the registration form.
Under no circumstances, will children be allowed to walk home alone from the after-school club.

Parents and Carers must read, agree and sign to the Thornhill Thrive's Terms and Conditions. Thornhill Thrive's late collection sheet is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

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Thank you for taking the time to read through this agreement. We hope that once everyone understands our expectations and the boundaries we have set, it will enable us to have lots of fun at Thornhill Thrive.

Please may we ask for both you and your child to sign the form below to show agreement to the expectations that have been set.

Many thanks again and I look forward to getting to know your child and their family better!

Andrea Godden

Thornhill Thrive Manager

Please complete and sign the section below and return to thrive@ladyj.kent.sch.uk. A copy of the Agreement should be kept for your own records.

Child's name:..... has read/had the agreement explained to them and understands what is expected of them to ensure Thrive can be as awesome as possible!

Parent/Guardian's name:.....has read the agreement and agrees to the expectations required of all parties, ensuring all children are kept safe and within set boundaries to ensure we have lots of fun!

I have read this document and agree to all terms and conditions within it.

Signed..... Date.....

Parent/Carer of Class.....

This agreement was written and agreed by:

Andrea Godden (Thornhill Thrive Manager), Katherine Stephens (School Business Manager) & Rachael Foster (Head Teacher)

Dated: 21/07/2026

Please contact Thornhill Thrive at thrive@ladyj.kent.sch.uk for the service should you require any further information relating to the wrap-around care.