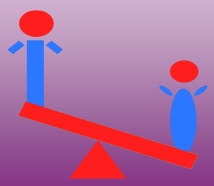
2026

Farlington Wrap - Around Service Ltd



Parents Handbook

All Four of our settings are registered with Ofsted.

Our registration numbers are:

Solent Infant School & Playscheme	EY313689
Solent Junior School	2710966
Court Lane School Sites	EY31375
Portsdown Primary School	2649765

Our contact numbers are:

Solent Infant School	07986285282
Solent Junior School	07505471909
Court Lane Infant	07821962322
Court Lane Junior	07957335921
Portsdown Primary	07840347944
Playscheme/ General Enquires	07742994147

Website: www.farlingtonwraparound.co.uk

Booking system https://farlingtonwraparoundservice.kidsclubhq.co.uk/rdr?u=home

Email: contact@farlingtonwraparound.co.uk

ABOUT OUR CLUB'S

Farlington Wrap-around Service was established in September 2003. The company is owned by Mandy Mapplebeck who is qualified to a level 4 standard in childcare. FWAS is a private 'LTD' company trading separately from any of the schools we are based at, however, we do have a close working relationship with each of the schools to ensure that we give the best of care to your child.

We employ just over 32 staff who work at our 4 sites. All sites have a qualified manager and Supervisor with all our staff having significant experience of working with children. They also undertake professional development training as and when necessary. All staff are also DBS checked. We maintain a high staff/child ratio for children, and we ensure all reception children have a nominated Key worker who you can liaise with.

Farlington Wrap around is based within Solent Infants School, Solent Junior School, Court Lane Junior School (with collection from Court Lane Infant School and Castle pre-school) Portsdown School (with collection from Portsdown Nursery and from Medina Primary school)

All of our sites are registered separately with Ofsted.

Registration Numbers for each site are as follows: -

Solent infant: **EY313689**. Solent Junior **2710966.** Court Lane **EY313675**. Portsdown Primary **2649765**

The **Solent infant** setting operates from the main hall. The **Solent Junior** setting operates from the main hall and the **Court Lane setting** take infant and junior together and use the DT Room and Small hall and the community buildings at the rear of the school is used for our breakfast club. We cater for both Court Lane schools on the Junior site. We use the school corridors to move children from the infant to the junior site keeping them safe and dry!

Portsdown Primary we use the school hall and collect from **Medina** school and Portsdown nursery.

The clubs are open from 7.15am - until the school day starts and 3pm - 6.00pm weekdays, during term time. Except Portsdown which only open 3pm – 6pm session.

Inset days We no longer cover due to lack of interest.

Court lanes extra week in OCTOBER we run a Playscheme for the 5 extra days 7.30am-6pm.

We aim to provide a safe, secure, and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

We also offer a holiday playscheme from 7.30am to 6pm. This is based at our Solent Junior, Court Lane Junior and Portsdown Primary sites. (see below for details)

What we offer:

Our Clubs follow the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, craft, board games, construction play, computer games, physical play, cookery, and reading. In addition, other resources are available for the children to select from our equipment library.

What we provide:

We provide a breakfast and a light tea each day. However, due to limited cooking facilities at all our sites, it is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is always available. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children, delivered in a calm, friendly setting. We allow children to decide if they wish to eat, but request that food be consumed whilst sitting at the tables.

Playschemes

We run school holiday playscheme from the Solent Junior School site with a variety of different session times to choose from: 7.30am-6pm £34 8am-6pm £33 or 9am-3pm. £30

2nd holiday Playscheme is based at Portsdown Primary school 9-3 sessions. Only at Christmas/Easter and summer holidays.

3rd Holiday playscheme from Court Lane Junior school with a variety of different session times to choose from: 7.30am-6pm £34 8am-6pm £33 or 9am-3pm. £30

We are part for the **HAF** scheme is the Easter/Christmas/Summer holidays. With limited spaces on all sites available. These must be booked with the Equ booking system not our own booking system.

Booking can be made via our website and online booking system.

Website : www.farlingtonwraparound.co.uk

Booking system : https://farlingtonwraparoundservice.kidsclubhq.co.uk/rdr?u=home

Any child can attend from age 3-11 from ANY school or pre-school. (We do not accept year 7 children) We are based in the school halls and have the use of the playground. We have many visitors in most days and make no extra charge for these.

During the day we provide drinks and morning and afternoon snacks. Your child will need to bring a packed lunch, water bottle, sensible shoes/clothing, and a coat. All belongings to be named. No Nut products to be consumed on school sites.

Lunches can be provided for £4 per child and can be ordered at the same time as booking.

Full payment is required with booking and no refunds offered for cancelled sessions.

TERMS AND CONDITIONS

Policies and procedures

Our Clubs have clearly defined policies and procedures. Copies of the full polices can be found on our website or on site in our policy folder.

Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, except for siblings who will have priority for the same days as a brother/sister already attending.

We require all bookings to be made via our online booking system. This ensures we have the most up to date information for you and your children. This information will be treated as confidential and will be stored appropriately.

We require **4 term time** weeks' notice on receipt of a email, to drop sessions or cancel a place. Please email us to make this change we are unable to swap sessions or refund cancelled or non-attended sessions.

Temporary changes

During term time please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child does not attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence. In cases of illness or emergency when notice cannot be given, please call or text us as soon as you can. Contact details can be found at the end of this Handbook. All booked session must be paid for. **We do charge for any missed sessions.**

We do not offer a swap of sessions for any reason, but you can usually book an extra session if needed. Please speak to the Manager/staff on site for availability, alternatively you can add an extra one-off session via the online booking system if there is space available.

Payment of fees

Our current costs for fees from September 2026 are:

Am : £7.50 **PM:** £12.75 or **both** sessions on the same day £18 (**Ad hoc £1 extra per session**)

Court lane Junior school: Am £6.90 due to school ran club starting at 8.10am (still us running the school club) £12.50 pm session or both sessions -£16.90

Hour pm session - £6.50/£6.75 these can only be booked as ad hoc sessions. No contracted sessions offered for hour sessions. Only a short amount of hour sessions available each day. Can be booked for a whole half term at a time. Or on the day before 8am.

Flexi/ad hoc sessions are £1 extra per day per child. Are only available when we have spaces to fill.

Our current costs for fees are available from our website/or any of our settings and from our booking forms.

Fees are payable in advance by cash, bank transfer or childcare vouchers, MoD WAC funding, University childcare grant, and Government tax free vouchers.

Invoices are sent out monthly 23rd of the month for the following months fees. Fees are due in advance of sessions. Fees due by 1st of the month. Nonpaid sessions could mean your children's sessions are cancelled.

Ad hoc sessions are paid for in full at the time of booking.

We currently accept these vouchers:

ALLSAVE LTD, FIDELITI CHILDCARE – Acc. No. FAR023C

COMPUTERSHARE, EDENRED – Acc. No. P20074948, CARE- 4 - Acc. No. 59142849

SODEXHO PASS – Acc. No. 158728, FAMILY MATTERS,

ALLSAVE LTD YOU AT WORK – Carer ID 14909,

CHILDCARE PLUS & KIDSCLUBPLUS

FAIRCARE, R. G. CHILDCARE – I.D. No. 52592167734

GOVERNMENT SCHEME – We need your reference number to allocate these payments to your account.

Online banking

Account number: 03710288

Sort Code: 30-96-11

Your child's name as the reference

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given). We do not charge for bank holidays and professional training days. Please ensure that fees are paid promptly. Non-payment for more than two weeks may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

Arrivals and departures

Our staff collect reception children from school classes or children are brought to us by a teacher/LSA, to an agreed area within the school. Please ask at each site for further information on what happens at your child's school. We then escort them to our Clubs.

A register is taken when children arrive in our care on a tablet. We expect that your child will normally be collected by the people you have named on the registration form. However, if you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of another person without your authorisation. See our Arrivals and Departures Policy for more details. The club closes at 6pm so if you are delayed for any reason, please telephone the Club to let us know. A late payment fee of £5 per 5 minutes, or part of 5 minutes, per child will be charged if you collect your child after the closure time. If your child remains uncollected after 6.30pm, and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact the Social Care team.

Safeguarding

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our Safeguarding Policy. We will always work with parents/cares/schools where a concern is raised unless we feel the child Is at risk in which case we will work with the mash team/social services police ect as needed.

Equal opportunities

Our Clubs provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practices. We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will liaise with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually, and a risk assessed to ensure everyone's safety. Please be aware we can not offer 1:1 support unless you can find a way to fund it. Currently there is no funding for wraparound clubs to offer 1:1 support. We will always try to support children within FWAS where we can.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a Permission to administer medication form in advance. See our Administering Medication Policy for more details. We can administer Calpol if required but again we need permission to do this.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff. Verbal complaints will be brought to the next staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receipt, and a full written response will be given within 28 days. A full copy of our Complaints Policy is available on request.

If your child is unable to attend any sessions which we are open for you are still required to pay for their fees.

Behaviour

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see. We have a clear Behaviour Management Policy.

The Club promotes an atmosphere of care, consideration and respect for everyone attending children, staff and visitors. We encourage appropriate behaviour through praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from

them and engaging children in activities the Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or because of special needs. We will try to be flexible to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to the Club for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to always ensure the safety of the children, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child and will receive an email report with the accident details on it.

Data protection

We collect personal information from you for your child's care with us. As of September 2023, this information is collated via our online booking system and is available to the managers onsite via our own tablets, which are password protected. This information is always kept securer. We will only share this information if needed for child protection issues or with your permission.

We take photos of the children within our settings to put on our display boards/website/facebook page and advertising purposes.

Please see our data protection policy for more information.

Fees

Breakfast Session - **£7.50** Afterschool Session: **£12.75** Both sessions on the same day **£18**

Court lane Junior: breakfast £6.90 Afterschool session £12.75. Both sessions on the same day £17.40 (price is different to our other sites due to the free breakfast club offer from 8.10am)

We offer an hour session from the end of the school day for **£6.50/6.75**. You must collect within the hour, or you will be invoiced for a full pm session. Hour Sessions can only be booked as ad-hoc sessions. No contracts offered for an hour session.

Flexi/Ad hoc are £1 extra per day if you don't have any contracted sessions with us. Only available when we have spaces to fill.

Booking sessions:

If you require any further information on our clubs or wish to speak to us in person, please feel free to drop us an email contact@farlingtonwraparound.co.uk or speak to any staff member on site.

Our contact numbers for all sites are on the second page of this booklet.

To book our wrap around clubs or playscheme sessions please go to our website.

Website: Parent Portal – Farlington Wrap Around

Direct booking system : https://farlingtonwraparoundservice.kidsclubhq.co.uk/rdr?u=home

To book a permanent session please book via the CONTRACT heading, to book ONLY ad-hoc / flexi sessions please book individual dates via the BOOKING heading.

To add a one-off ad-hoc session to permanent bookings you can edit your sessions to include this one-off session. Ad-hoc/flexi sessions need to be paid for when booked.

Once the booking has been completed the admin team will review the request and accept or decline, if we decline, we will inform you why. This will generate an invoice to be sent to you. A reminder invoice will be sent approximately 1 week before each new term and then periodically through the term if it is left unpaid.

Any questions? Feel free to pop in and speak to our teams or email us Contact@farlingtontonwraparound.co.uk or give us a call on 07742994147

We hope this gives you lots of information about Farlington Wrap Around.

Please join our Facebook Page to keep up to date with photos of hat we have been doing in all of our clubs, any reminders and up to date information about upcoming Half Terms and Inset Days

Advertising Page Facebook

Closed Parents Page FWAS | Facebook