



# Duke of Norfolk CE Primary School

Royle Avenue, Glossop, Derbyshire. SK13 7RD

Headteacher: Mrs S Barker

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Friday 4<sup>th</sup> July 2025

Dear Parents and Carers,

Since September 2024 we have been keen to develop the wraparound care provision at Dukes in Early Birds and Night Owls. We have welcomed staff members Miss Bresciani, Miss Mellor, and Mrs Jones to work alongside Miss Pickles. We are thrilled with the way that the club is shaping and much of this is down to taking the pupils views on what they'd like to see improved.

To make our systems effective there will be new structures to the booking and paying system which we hope will support parents in accessing the service. As of September 2025, **all payments for sessions must be paid in advance**. An invoice will be sent to parents before the start of a month to outline the sessions that have been requested and the payment that is due. The payment can then be paid directly onto ParentPay.

Some parents pay for their sessions using the childcare Voucher Scheme. We recognise that there is always a delay in the information being shared to school from the voucher scheme providers. Therefore, the invoice should allow parents to know how much is required in vouchers and then top up ParentPay accordingly to reduce any deficit. The new system will help to ensure that parents do not find themselves in financial difficulties which may result in the detriment of your child's placement being lost.

The costings for September 2025 will be as follows

Early Birds		Night Owls	
Pupil Premium charge	£3.50	Pupil Premium charge	£3.50
Standard	£5.50	Standard	£8.50

Some children who receive Pupil Premium funding and access wraparound school may be subsidised by the remaining funds from the Pupil Premium Budget. If you are unsure if this applies to your child, please contact the school office.

The children will continue to access a healthy snack which we aim to have served as soon as possible as we are aware that some of our children don't stay for the full session.

If your child is absent from school for illness, then the session will be credited to your account on the next month's statement. All other sessions will be charged at full cost unless the club administrator is



contacted with a minimum of 24 hours notice. We know that sometimes, situations occur which mean that parents may arrive later than the 5.45pm closure time. Your child will be cared for until you arrive and you will incur a flat rate charge of £10 in addition to the normal session charge. A Designated Safeguarding Lead may contact you depending on the timescales involved.

If you would like to contact the Wraparound team about your child's place or would like to apply for a place in our wraparound care provision, please email Mrs Wilmot [wraparound@dukenorfolk.derbyshire.sch.uk](mailto:wraparound@dukenorfolk.derbyshire.sch.uk)

Kind regards,



Mrs K Hadfield  
Assistant Headteacher

Mrs C Wilmot  
Wraparound Care Administrator

