



Walton & Lees Hill C E Primary School
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Cumbria
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Telephone/ Fax: 016977 2577

Head Teacher: Mrs Lynn Rooney
Chair of Governors: Mr Joss Scouler

www.leeshill.cumbria.sch.uk
e-mail: head@leeshill.cumbria.sch.uk

“Caring, sharing, and always learning.”

28th February 2024

Wraparound Care

Dear Parents and Carers,

Our aim is to provide a Wraparound Care that supports the families at our school who require this important provision. We aim to be flexible and accessible for all, but we do ask that you understand this provision is a significant staff resource and commitment.

We understand that sometimes commitments can change, however we ask that you notify school staff of any changes as soon as possible. If your child is not using a session you have booked, we must be informed due to safeguarding measures. This includes if you are planning on picking your child up earlier than the scheduled finish time of 4:30pm.

If you are cancelling a pre-booked session with more than 48 hours' notice, you may email head@leeshill.cumbria.sch.uk or a member of the admin staff to inform them, in line with our Wraparound Care policy.

If you are cancelling a pre-booked session or changing your collection times at shorter notice, please telephone school. The office is not manned every day, so please call back until you speak with a member of staff to ensure the message has been received. Unless we receive timely notice, you will still be charged for cancelled sessions and for early collection from sessions.

Please ensure that you have provided school with your most relevant contact information and an email address that receives emails from school staff. This will help us to be able to communicate with you clearly.

Please refer to our Wraparound Care Policy, which is available on the school website, for more information on the service.

If you have any questions or queries, please get in touch.

Yours sincerely,

L Rooney

Lynn Rooney
Head Teacher

