



Last Review: July 2026
To be reviewed at least annually

Ettington Church of England
Primary School

Ettington Church of England Primary and Pre-School BASE – Before and After School Ettington

BASE

BASE provides wrap around care for children between the ages of 4 and 11 who attend Ettington Church of England Primary School and therefore runs term time only.

Places are offered on a first come, first served basis. Parents/Carers will be given the option to join a waiting list if all places have been filled.

Registration

When an enquiry is received, Parents/Carers will be sent all the relevant information they require which will include:

- The Ettington C of E Primary and Pre-School webpage
- The magic booking webpage
- The Ettington C of E Primary and Pre-School charging policy
- The Ettington C of E Primary and Pre-School Terms and Conditions

If a place is available, your child will be able to attend the relevant BASE wrap around sessions as soon as a Parent/Carer has registered and booked sessions via magic booking. If no places are available the Parent/Carer will be given the option to add their child to a waiting list. Parent/Carers will be informed as soon as a place becomes available.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789
740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com



Booking Procedure

Parents/Carers must register all necessary details with magic booking before a child can attend BASE. This also applies to those requiring an adhoc session. BASE must have all the necessary information on all children who attend any sessions.

BASE

When making regular bookings these are for the full booking period to the end of an academic year.

Any changes will require one month's notice as per the cancellation section below.

Ad Hoc Bookings

Temporary or occasional bookings will be accepted as long as there are places available. Where possible, we will endeavor to support Parents/Carers in exceptional or compassionate circumstances.

Additional Charges

We reserve the right to charge an admin fee of £10 to make changes on behalf of parents.

Absences

It is vitally important that we are advised if your child is absent or cannot attend a booked session.

BASE

To report an absence please telephone the school on 01789 740236 / 01789 740919 You must notify both Ettington Primary and BASE every day that your child will not be attending.

Ideally, this should be before 1pm. Please email both admin3024@welearn365.com and preschool3024@welearn365.com.

After 1pm please ring the school office on 01798 740236 and advise of the absence.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789 740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com



Cancellations

Once booked, if a child does not attend for any reason you will still be charged for the session. If you wish to cancel or change your sessions, one month's notice is required. Funded sessions are not refundable.

Fee Structures

Fee Structure - BASE	
	£
Breakfast 7:45 - 8:45	8.50
After School Session 1 (3:15 - 4:30)	8.00
After School Session 2 (4:30 - 6:00) Not available on Fridays	10.00
After School Session 3 (3:15 - 6:00) not available on Fridays	17.50

Ettington C of E Primary and Pre-School recognises that childcare can be costly and we therefore encourage parents/Carers to claim the childcare element of Universal Credit. If you are eligible for Universal Credit you may be able to claim up to 85% of your registered childcare costs.

We are also registered to accept:

Tax Free Childcare - for every £8 you pay into this account the government will pay £2

Childcare vouchers - for those who have existing accounts with their employers

Please visit <https://www.childcarechoices.gov.uk/> to see if there are other entitlements you may be entitled to. Please inform us of any funding you are eligible for or any voucher companies you may be registered with.

Please note that fees are paid through magic booking **IN ADVANCE**, either the whole booking or through a monthly instalment plan.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789 740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com



All fees for BASE or Pre-School fees or funded hours are charged for booked sessions whether the child attends or not.

Fees are reviewed annually and Parent/Carers will be advised by letter of any increases.

Any queries regarding fees should be direct to preschool3024@welearn365.com

ARREARS

Please note we have a no arrears policy. This is to protect the school and prevent Parents/Carers building up arrears which they then have difficulty meeting. All fees must be paid a minimum of monthly in advance and are paid via magic booking.

If a Parent/carer builds up arrears and fails to clear them then the child's place may be withdrawn and stopped from attending the provision (in the case of the pre-school they will only be allowed to attend fully funded sessions) A debt invoice of the outstanding balance will be sent to the Parent/Carer which must be paid within 7 days in full.

Ettington C of E Primary and Pre-School has a formal debt collection procedure in place. If payment is not made then the outstanding debt can be referred to the Council's debt collections service.

The school is happy to discuss reasons for late or non-payment of fees and can look at ways of coming to an arrangement to bring your account up to date. This can be discussed with the Business Manager with final confirmation from the Head Teacher and Governors.

Late Collection Charge

Staff are employed and paid for the hours as per our fee structures and every child must be collected before the end of their session. When children are not collected on time this has a cost implication for the school. Therefore, a late collection fee of £5.00 per quarter hour takes effect from the end of the session booked. Parent/Carers will be issued with an additional bill that will need to be settled before further bookings are accepted.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789
740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com



Bookings

All bookings must be made through

<https://ettingtoncofeprimaryandpreschool.magicbooking.co.uk>

All bookings are subject to availability.

The person making the booking accepts the booking conditions on behalf of the account holder.

All bookings must be paid for at the time of booking unless a card instalment plan is selected at the time of booking or you are paying by childcare vouchers/tax free childcare or using funded pre-school hours.

Cancellation Notice and Charges

It is the account holder's responsibility to cancel sessions.

Any booked sessions which are not attended are still charged unless one month's notice is given.

All bookings must be made prior to arriving on site. If you arrive on site and have not booked, your child will not be accepted until a booking is made.

Manual refunds made to parents/carer credit/debit cards, TFC or childcare vouchers may incur a 1.9% magic booking fee plus £5 admin fee.

Payments and Overdue Balance

Types of payment available are credit/debit card, Childcare voucher or Tax-Free childcare and using funded Pre-School hours.

When paying by Childcare vouchers, please use your full name as the payment reference.

When paying by Tax free childcare please notify Ettington C of E Primary and Pre-School every time you make a payment with the amount and payment reference

Ettington C of E Primary and Pre-School is registered with Warwickshire County Council to deliver early education funded hours for 2 - 4-year old's.

Having an overdue balance may lead to the termination of your child's place.

Ettington C of E Primary and Pre-School may pass any unrecovered fees to an external debt collection agency. Any fees associated with the debt collection will be passed on to the debtor.

Late Collection Fees and other Additional Charges

A charge of £5 per 15 minutes will be applied to all collections made after the advertised session end time.

We reserve the right to charge an admin fee of £10 to make any changes on behalf of parents.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789
740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com



Manual refunds made to Parent/Carers/Credit/Debit cards, TFC or Childcare vouchers may incur a 1.9% magic booking fee plus £5 admin fee.

Safeguarding and Welfare

If your child does not arrive at a booked session and we have not been advised of their non-attendance by you the Parent/Carer, we will contact you.

We are committed to safeguarding all the children in our care from harm and abuse.

Ettington C of E Primary and Pre-School are obligated to report any suspected child abuse or neglect to the relevant authorities.

Parent/Carers must inform the school of any conditions that may affect their child (medical, learning, behavioural etc.). If full information is not provided this may result in Ettington C of E Primary and pre-School excluding them from certain activities or if it is felt necessary excluding them from the Pre-School or BASE. In such circumstances no refund or credit will be paid.

Child Protection

We comply with local and national child protection procedures and ensure that all staff are trained in Safeguarding and have an enhanced DBS Certificate. For future details please refer to the school's safeguarding policy.

Medication

If your child requires medication of any sort including an inhaler or EpiPen the following must be in place before your child can attend a session:

Completed Health Care Plan if applicable.

Permission to Administer medication form - please complete a form when dropping off at the start of your child's Pre-School/School Day.

A conversation has taken place regarding inhaler or EpiPen and where this will be stored.

Exclusion

Ettington C of E Primary and Pre-School reserves the right to exclude or refuse any person without notice if we consider that their presence compromises the good atmosphere of BASE. Transport home will be the responsibility of the Parent/Carer and no refund/credit will be available.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789 740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com



Forced Closure

If Ettington C of E Primary and Pre-School is forced to close due to an external factor such as bad weather, infections or contagious disease outbreak, power cut, teacher strikes or other industries action, by order of the Local authority or Environmental health, customers will still be liable for fees incurred during the entire period of closure.

Schedule changes

Ettington C of E Primary and Pre-School may need to amend programmes, schedules, services, dates, times and or venues on occasions that may be out of our control. This will be without refund or compensation to the customer.

After School Departures

Children should always be collected by a known, named adult. In exceptional circumstances when this is not possible to avoid unnecessary delays because of identification checks please contact us in advance to let us know. This is in addition to the unknown person knowing the 'safe collection' password.

Sessions finish promptly at their advertised finish times every day and children should be collected before the end of their booked session's end time. If you are delayed for whatever reason, please phone to let us know as soon as possible. Late pickups will be charged at £5 per quarter of an hour for the staff time who have to remain late.

Photography

Ettington C of E Primary and Pre-School occasionally take photographs and videos which can be used for marketing and promotional purposes including social media. If you would rather your child was not included in any photographs please ensure your child's details are up to date on magic booking.

Complaints

Please see the school's complaints procedure for all official steps.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789
740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com



Liability

Ettington C of E Primary and Pre-School does not accept liability for personal injury or death of any participants unless directly caused by the proven negligence of the school.

Ettington C of E Primary and Pre-School take no responsibility for any items that are lost/stolen or damaged at the Pre-School or BASE.

Lost Property

We will endeavor to return items that can be identified.

Behaviour

We are committed to maintaining high expectations of good behaviour in line with school policies.

Parent abuse of Staff

The threat of, or use of physical violence, verbal abuse, intimidation or harassment towards our staff is likely to result in a termination of all direct contact. Such incidents may be reported to the police and this will always be the case if physical violence is used or threatened.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789
740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com

