

Newchurch Robins Wraparound Care

Useful Information for new starters



Please ensure you have read our Terms & Conditions for all details about bookings and payment

If you wish to make any changes to your bookings please email newchurch_robins@sch.warrington.gov.uk

As our club is part of the school, Robins managers will have access to the information that we hold regarding contact details, medical conditions, allergy information and photo permissions. We use this information to ensure your child is safe in our setting and to reduce the need for you to complete multiple forms. It is important that you notify the school office of any changes to this information.

Our Robins club operates from the school hall. Children should be dropped off and collected via the main school entrance. There is a doorbell for Robins in the main entrance porch – please use this and a member of staff will come to the door.

Breakfast is available from 7:30 – 8:30am

Afternoon snack is served when children arrive in the hall after school.

Safeguarding is our number one priority. Children should always be collected by a known adult. If you have arranged for someone else to collect your child please let us know in advance; we will not let a child leave the club with any individual not known to us.

Please let the office know if your child will not be attending any of their sessions; if a child is unaccounted for it is policy for us to contact their parents/carers immediately to check on their whereabouts. Please work with us to ensure that we are clear if your child is not attending to ensure your child is safe, to save your time and our time.

How do I check my invoice on Parent Pay?

- Access your Parent Pay Account and click on transaction history on the left hand side of the screen. A section called 'balance history' should appear.
- Double click balance history. From here you should be able to see your child's name and a drop down box labelled 'Account' – select Newchurch Community Primary: Newchurch Robins and press the search button.
- You will be able to see each debit in date order and the amount of your debit balance.

Should you require any additional information please contact the school office.