



Whiteknights

Growing Greatness

Extended Care (Treasure Trove) and Extra-Curricular Clubs Booking and Charging Policy

Approved by:	SLT Staff
Approved:	1 September 2026
Renewal period	Annually
Review Date:	1 September 2027

Introduction:

Whiteknights Primary School is committed to providing wraparound care to all of our children, including EYFS. Wraparound care consists of:

- Treasure Trove Breakfast and After School Clubs (payable via Arbor).
- Teacher-led Extra-Curricular Clubs (payable via Arbor).
- Externally managed clubs, payable to the club provider.

Staffing:

Treasure Trove and Teacher led Extra Curricular Clubs are managed by our Whiteknights Primary School staff ensuring continuity of our school expectations for behaviour, safety and procedures. External club providers manage their own staffing.

Treasure Trove - Breakfast Club:

2026-2027 Cost is £6.70/session opens at 7:30am

The Breakfast Club runs daily, Monday to Friday term time only, from 7:30am. Staff provide the children with a healthy breakfast and there is a wide variety of toys and activities on offer, both indoor and outdoor.

The Treasure Trove Breakfast Club provides a healthy breakfast including:

- Fruit
- Wholegrain or high fibre cereals with semi-skimmed milk
- Wholemeal or white toast and bagels.

Treasure Trove - After School Clubs:

The After School Clubs run daily, Monday to Friday, term time only, from 3:30. The Treasure Trove Club offers the flexibility of three different bookable sessions to allow children to attend an after school extra-curricular activity, before joining the Treasure Trove Club:

1. Early Session: 3:30pm - 4:30pm

2026-2027 cost is £7/session

The children will be offered a light snack of crackers with cheese, ham or chicken, cucumber or carrot slices and a drink of milk, water or sugar free squash.

2. Late Session: 4:30pm - 6:00pm

2026-2027 cost is £10/session

The children will be offered a light tea which includes both a meat and vegetarian option, along with a drink.

3. Evening Session 3:30pm - 6:00pm

2026-2027 cost is £14.50/session

The children will be offered both a light snack after school, a light tea after 4:30, and a drink.

Children are collected from the Treasure Trove Club any time between 3:30 - 6:00, via the Hall doors in the carpark.

Booking:

The After School Treasure Trove Clubs must be booked by 12:00 on the day of the club, and the Breakfast Club Treasure Trove Club must be booked by 4:00pm the day before.

Before you are able to book a session for the Treasure Trove Club, you must have a positive balance in your account. Families using Childcare Vouchers can book sessions regardless of the balance their account, in agreement with a member of the admin team. The account balance will show the amount required from your Childcare Voucher Provider. Childcare balances will need to be reconciled on a monthly basis or any future sessions will be cancelled.

Booking a Treasure Trove Session in Arbor:

1. Click the three horizontal lines  , in the bottom left hand corner.
2. Select *Clubs*.
3. Scroll down and select the club.
4. Click '*Register for this Club*'.
5. Choose membership option.
6. Select the required dates.
7. Select the session time interval.
8. Click the **green button** to register for the club.

Late Collection Fee:

The Treasure Trove After School Club finishes at 6:00pm. Children must be collected promptly after the session. If you are late for the end of your child's session a late collection fee will be charged.

- £10 for the first 15 minutes
- Then £5 per 5 minutes.

Charges for late collections will be added to your Arbor account and must be settled within 7 days of issue. Late collection charges are automatically applied after 6:00 pm and are non-negotiable.

If a child has not been collected from the Club by 6:30pm and no notification has been received, the school will contact children's social care directly.

Cancellations / Attendance:

As part of our safeguarding process, if a child is unable to attend a pre-booked session parents/carers must inform the Supervisor via the school office or email admin@whiteknights.wokingham.sch.uk

Chargeable Breakfast Club and After School Club sessions **not cancelled 2 days in advance remain payable** regardless of your child's attendance (unless the School has been closed due to exceptional circumstances).

Withdrawal of Facility:

The Treasure Trove Club reserve the right to withdraw the use of the facility in the following circumstances:

1. Should any child appear unsettled or unhappy continually during the club sessions.

2. Where it is the opinion of the Supervisor and the Headteacher that the child is insufficiently toilet trained.
3. The club cannot meet the additional needs of your child under the daily provision.
4. A child's behaviour is a cause for concern.
5. Non-payment of chargeable club sessions or fees.

The Club Supervisors will keep all parents/carers informed of any behaviour issues that arise during the sessions as appropriate. All behaviour will be managed under the schools Behaviour Policy that is available on the schools website. Acceptance in the club will be entirely at the Headteacher's discretion

Medical and Dietary Information:

Extended Care will use medical and dietary information as provided in Arbor. It is the responsibility of the parents/carers to ensure that the information we hold on your child is up to date.

Please note, Whiteknights School is not responsible for any loss or damage to personal belongings.

By booking a session, you agree to abide by all of the above terms, conditions and policies.

Booking Extra Curricular Clubs Run by Whiteknights:

Payment for school-led clubs are made via your Arbor account, and are paid termly in advance. Ad hoc booking for Extra Curricular Clubs is not available. Full payment must be made prior to the beginning of term to secure your child's place in the club and the payment is non-refundable. Failure to make payment will result in your child being withdrawn from their activity. Payment is in respect of attendance for the full term and is not subject to a reduction in fees should a child subsequently join later in the term. Refunds for cancelled sessions may only be considered in exceptional circumstances and at the Headteacher's discretion.

Booking Extra-Curricular Clubs in Arbor (same as above):

1. Click the three horizontal lines  , in the bottom left hand corner.
2. Select *Clubs*.
3. Scroll down and select the club.
4. Click '*Register for this Club*'.
5. Choose membership option.
6. Select the club term dates.
7. Select the session time interval.
8. Click the **green button** to register for the club.

Externally Run Clubs:

Bookings and payments for these clubs are managed by external suppliers.