The Vine Inter-Church Primary School
The Vines
Upper Cambourne
Cambridgeshire
CB23 6DY

Headteacher: Mr P Hynes

September 2026

Dear Parent/Carers

This booking information needs to be read in conjunction to The Breakfast and After School Club Policy, Admissions and Fees policy document, when you register your interest for your child to attend our Wraparound Care provision you are agreeing to this policy.

The school operates a booking system for booking and paying for Wraparound Care sessions, via Arbour which is our Management Information System.

Bookings can be made via the Arbor Parent Portal and once the sessions are booked, they are payable, as the sessions are attended you will see that the balance increases in the Parent Portal and if needed you can download invoices from the Parent Portal. Fees are payable from the point of booking and payment is required by end of the month that the booking is made. You can make payment online via the Parent Portal by card or via one of the Childcare Vouchers schemes, please be aware that if you make payment this way that we apply the payments manually when we reconcile the school bank account, so please do not worry if there is a slight delay.

Please note that charges will apply even if your child does not attend, including attendance at an alternative club or absence from school.

For bookings please be aware that there is a cut off point 24 hours before the day and you won't be able to make a booking within that 24-hour period, if you need a place you will need to contact the Wraparound Care team via asc@thevine.cambs.sch.uk or by sending a text to their mobile on **07908 487238** and they will be able to check availability for you.

If you are a new parent/carer to our system then to begin making bookings/requesting contracts for your child(ren) on our system, you will need to register first, please follow this link:

The Vine Inter Church Primary School - Expression of Interest for Wraparound Care – Fill in form

If your child/children will not be attending for any reason, such as illness or a prior commitment, please contact us. You can do this by emailing asc@thevine.cpmbs.sch.uk or by sending a text to our mobile, **07908 487238** . If you need to contact us during a session, please email or call the above number.

The clubs are a great space for pupils to socialise, have fun, and we can also help your child with homework and reading, taking some of the pressure off you pt home.

Our clubs are very good value, the fee for 1 hour is currently £7.00, 2 hours £11.50 and 3 hours is £14.50 per session for After school club and £5.00 for Breakfast Club session.
If you have any questions, please do not hesitate to contact us.

We look forward to welcoming your child to Breakfast and After School Club.

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Yours faithfully

Breakfast and After School Club Team
The Vine Inter Church Primary School