



## THE WHITE ROSE FEDERATION

### ADMISSIONS AND FEES POLICY CHAPEL HADDLESEY OUT OF SCHOOL CLUB

Document Status			
Date of adoption by the Governing Body		Date of next review	
Spring 2022		Spring 2024	
Responsible officer			
J. Marwood			
Signed:			
Headteacher	S. MacDonald	Chair of Governors	A Burr & A. Edwards

Links to Other Policies	

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*:  
*Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*



## Chapel Haddlesey Primary School Admissions and Fees Policy

Chapel Haddlesey Primary School Breakfast Club and Out of School Club are registered with Ofsted; our registration number is 121556. We provide care for children between the ages of 3 and 11 at our Breakfast Club each morning from 7.45am. At our Out of School Club after school, we provide care for children in years Reception to 6 but not nursery.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Vulnerable Pupils
2. Siblings of children already attending the club
3. Those requiring the greatest number of sessions/hours per week

### Registration

When an enquiry regarding places is made, parents or carers will be advised about the relevant Club information, including:

- Information regarding availability of places
- Details of the **Admissions and Fees** policy (available to view on website)
- Parent contract, booking form
- **Behaviour Management** policy (available to view on website)
- **Complaints** policy (available on the school website)

If a place is available, the child will be able to attend the Club as soon as the completed forms are received.

If no places are available, the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

### Booking procedure

Parents must complete the contract and booking form before their children can attend the club.

- **Permanent place:**

Once booked, all sessions will be charged on ParentPay unless an email is sent to the school admin account giving at least 4 hours' notice.

- **Temporary booking:**

We will accept temporary or occasional bookings so long as there are places available. If a temporary place has been booked and is no longer required, the place must be cancelled by telephone or email by 12 noon on the day. If notice is not given, we reserve the right to still charge for the booking.

## Fee structure

Fees for children in Reception to Year 6 are charged as follows:

Breakfast Club times	7.45am to 7.59am drop off	8.00am to 8.45am drop off
Breakfast Club	£2.75	£2.50

After School Club collection times	3.15pm to 4.25pm	4.26pm to 5.00pm	5.00pm to 5.15pm	5.16pm to 5.30pm
Charges per collection time	£4.00	£7.00	£8.00	£11.00

Fees for children in Nursery are £4.80 per hour or part thereof, £1.20 per 15 minutes for both Breakfast Club and Out of School Club.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are also registered to accept employer childcare vouchers and tax-free childcare vouchers.

- Fees are payable weekly in advance or up to 1 week in arrears.
- Fees should be paid on ParentPay.
- There is a charge of £2.50 per 15 minutes for late collection after 5.30pm, which will be added to the next invoice.
- Fees may be charged for booked sessions if the cancellation email to the admin email address or the phone call was received after 12 noon on the day.

## Payment of fees

Fees are reviewed on a termly basis. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the School Business Manager at the earliest opportunity.

If fees are not paid, the Club will email and text the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they speak with the School Business Manager as soon as possible.

Where there is no explanation for repeated late payment, the School Business Manager will contact the parents or carers to discuss payment options. The School Business Manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the child's place will be withdrawn.