

# Ightham Primary School



## Admissions and Fees Policy After School Club and Breakfast Club

Review Details:

Next Review Date	September 2021
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After School Club/Breakfast Club is registered with Ofsted to care for children, between the ages of 4 years and 11 years, primarily serving the children of Ightham Primary School.

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. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week
3. Children of Ightham Primary School
4. Children living in the area attending other schools
5. Siblings of children who live in the area attending other schools

### **Registration**

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

- Mission Statement;
- Details of the Admissions and Fees policy;
- Registration form, medical form, parent contract, booking form, photo permission form;
- Behaviour Management Policy.

If a place is available, the parents and child will be invited to visit the club for an induction. 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 necessary paperwork, i.e. contract, registration, medical, booking and photo permission forms, before their children can attend the club.

### **Bookings**

Bookings are made on a monthly basis. Booking forms for the subsequent month will be sent out at the beginning of the month and will need to be returned to the School Office by the date stated on the booking form. ***Forms received after the registers have been completed will incur an administration charge of £3.00.***

### **Late Booking**

Ad-hoc bookings are not accepted less than seven days in advance unless in exceptional circumstances. ***Late bookings have to be made via the School Office and may incur an administration fee of £3.00.***

### **Cancellations**

Cancellations will be accepted for bookings more than 14 days in advance. Cancellations with less than 14 days' notice will be charged at the full rate.

### **Late Collection of children**

Staff lock up the school building when the club finishes at 6.00pm. If a child isn't collected, two members of staff have to wait on site until the child is picked up. This in turn incurs additional staffing costs. An additional charge of £10.00 per session per child will be made if collection is made up to 15 minutes late. An additional charge of £15 will be made if collection occurs between 15 and 30 minutes late. If the After School Club staff are not contacted by the

parent/carer, Social Services will be called to collect the child if they still have not been collected after 30 minutes. It is at the discretion of After School Club staff to wait for longer than 30 minutes if they have spoken to the parent/carer concerned where the parent/carer has been delayed in exceptional circumstances and is unable to organise for another responsible person to collect the child(ren).

### Fee structure

Fees are charged per child per session as follows:

Breakfast club	8am-8:35am	£4.50
After school session A	3:20-4:15pm	£7.00
After School Session B	3:20-6:00pm	£12.00 (includes a light tea)
After School session C	4:15-6:00pm	£9.00 (includes a light tea)

Late bookings after the registers have been completed will incur an administration fee of £5.00.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to look into Tax Free Childcare – [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Please contact the School Office to discuss the use of childcare vouchers.

- Fees are payable monthly, and within seven days from the date on the invoice.
- Fees can be paid using Parentpay or childcare vouchers.
- There is a £10 administration fee for late payments, which will be added to the next invoice.
- The club will not charge an annual registration/membership fee.
- Childcare vouchers – see guidance above.
- Fees are charged for booked sessions whether the child attends or not.

### Payment of fees

Fees are reviewed annually by the registered person and Ightham Primary School Governing Body. The School will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the School Office at the earliest opportunity.

If fees are not paid, the Club will write to the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they arrange a meeting with the Manager as soon as possible.

Invoicing is carried out in advance. If payment is in arrears by more than one month without agreement with the school, the Club will cancel the child's place.

This policy was adopted by Ightham Primary School After School Club/Breakfast Club	Date: 21 <sup>st</sup> July 2020
To be reviewed: September 2021	Signed: