

## **St Barnabas C.E. (Aided) Primary School**

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

Our school is committed to providing a fair and open booking and charging system that offers a competitively priced and good value service for our after school club provision. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit. We will promote the use of Childcare Vouchers.

#### **Admissions**

When a parent/carer contacts the school enquiring about a place for their child at After School Club, they will be given a Registration Form and Terms and Conditions. On receipt of the Registration Form, the school will check whether a place is available and confirm within five working days. The date of the first session will be confirmed once payment has been received.

No child can attend After School Club until the registration form and payment are received.

#### **Fees**

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high-quality, safe and stimulating service for children is costly and to ensure the continued high standards and sustainability of the Club, it is a requirement that parents/carers respect its fees strategy.

Sessions can be booked half termly – regular sessions are the same day(s) for every week of the half term. The level of fees will be set by the Governing Body/Headteacher and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. Fees for the academic year 2016 - 2017 can be found in Appendix A.

- Payment of fees should be made in advance.
- Childcare vouchers are accepted. Details of voucher scheme must be provided.
- If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment by return. Late payment fees may apply.
- The Headteacher has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.
- The Governing Body/Headteacher reserves the right to take legal action, if necessary, to recover any outstanding payment.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place.

Parents/carers are encouraged to speak to the Business Manager if they have any query about the Charging Policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club. There is an application form for assistance with fees and any request must be made in writing. (Appendix B)

- If the place/session is no longer required we require one half terms notice; this is to ensure that we have the correct level of staffing and that valuable places are not left vacant.

This policy was adopted at a meeting of the Governing Body on .....

Signed ..... (Chair of Governing Body)

Signed ..... (Headteacher)

Review date:

Appendix A

**Fees for academic year 2016 - 2017**

<b>Type of session</b>	<b>Cost</b>	
Morning Club	From 8 am	<b>£2.00</b>
	From 8.30 am	<b>£1.00</b>
After School Club	Full session 3 pm – 5.30 pm	<b>£9.00</b>
	Half session 3 pm – 4.30 pm	<b>£7.50</b>
	Discounted price for second and subsequent siblings when attending the same session ( <i>only applicable for full session</i> )	<b>£7.50</b>
After School activities	Various	

Fees are non-returnable with the exception of:

Absence due to:

- Long-term illness (more than a week) when a doctor's certificate is produced.
- Bereavement (close relative).
- School Residential Trips.

Appendix B

*A global community, working and learning together.*

*Private and Confidential*  
For the Attention of the Headteacher



Request for Financial Assistance for After School Club Fees

Name of Child:						
Name and Contact Details of Parent/Carer:						
Email address						
Clubs required						
Clubs already attending						
No of After School Sessions per week (Please circle days)		<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>
Reason for requiring After School Club:						
Are you in receipt of the Childcare element of Working Tax Credit?					<b>YES</b>	<b>NO</b>
Is your child entitled to Free School Meals?					<b>YES</b>	<b>NO</b>
Please detail below what assistance you are applying for:						
Signature:				Date:		
Office use only						
Approved by Headteacher					Date:	
Finance recorded: Date:				Monetary Value:		