



Bourton on the Water Primary Academy

Policy: Extended Services Charging Policy

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Authorised by: Governing Body

Updates by: School Office

Extended Services Charging Policy

Context

Bourton on the Water Primary Academy runs a term-time preschool and has three extended services provisions:

- Breakfast Club, running from 8am to 8.50am. Fee - £2 per session.
- After School Club, running from the end of the school day to 6pm.
 - OSC charges:
 - 3pm-4pm £4.00
 - 3pm-5pm £8.00.
 - 4pm-5pm £5.00
 - 4pm- 6pm £9.00
 - 3pm-6pm £12.00
 - Evening meal charged at £1.00 (to be booked in advance)
- Holiday Club, running from 8am – 6pm for 12 holiday weeks per year.
Fees – Preschool children aged 3+ and Reception children @ £4.00 per hour
Y1-6 8am-9am £4.00, 9am-3pm £12, 3pm-4pm £4.00, 4pm-5pm £4.00.

These services are open to every family in the school. All children using either Breakfast Club or After School Club must be enrolled in Year 1 or above. Children in Preschool have access to Preschool provision between 8am – 9am for breakfast and 3pm – 6pm for after school provision. EYFS provision is charged according to the age of the child:

Under 2 years - £5.00 per hour

2-3 years - £4.50 per hour

3-4 years - £4.00

Holiday Club is open to children between the ages of 2 – 11 years.

Bookings can be made for children attending other local schools at £20 per day, 9am to 3pm for children aged Y1 to Y6.

Priority will be given to families whose children attend Bourton on the Water Primary Academy or Preschool. Preschool children pay an hourly rate dependant on their age as detailed above. Only children in Y1 or older who attend Bourton on the Water Primary School can access the 9am to 3pm £15 rate.

After school sessions need to be booked (on a signed booking form), and paid for, in advance. Session bookings are 3pm-4pm (£4.00), 3pm-5pm (£8.00) 4pm-5pm (£5.00) and 3pm-6pm (£12.00). Sessions booked are charged as per the booking, early collection does NOT get refunded. When a child registered with the OSC turns up without booking, or children attend due to other extracurricular clubs and activities being cancelled (not on the day as care will be provided free of charge by teaching staff in the main school if child cannot be picked up), a £2 administration fee will be levied. Any child coming to the club who is NOT registered will not be accepted and the parent contacted by the school office.

If a child does not attend a session for which they are booked for any reason including sickness, the full fee will be charged unless sufficient notice has been provided (see cancellation section)

Capacity

To ensure adequate ratios of staff to children there is a limit to the number of children that can be catered for in each provision. These limits are:

Breakfast Club - 30 children per session

After School Club - 30 children per session

Holiday Club - 30 children per session

Preschool is limited to 24 children per session, with ratios of staff to children meeting at least the minimum statutory requirement as defined in the EYFS framework.

These numbers will be reviewed at least annually. When all the places are filled, a waiting list will be established with the following priority order:

1. Siblings of children already attending.
2. Existing users who use the greatest number of sessions each week during term time.
3. New users without a sibling.

Emergency admissions will be at the discretion of the Head teacher or Head of Early Years.

Booking / Charging Procedures

A registration and booking form must be completed to register a child before a booking can be made. These are available from the staff of each provision, from the main school office, or on the school web site. Places are subject to availability.

Preschool operates on a sessional basis with two sessions per day: 9am – 12pm and 12pm – 3pm. Any booking between 9am and 3pm must be for a whole session. Bookings before and after school can be made per hour.

Places for each provision must be booked and paid for in advance, preferably on a termly basis, but as a minimum on a monthly basis. Sessions for existing users can be booked with 24 hours' notice, although no guarantee of a place can be given if staffing ratios would be exceeded. In emergency circumstances, a session can be offered at less than 24 hours' notice with the authorisation of the Head teacher or Head of Early Years. Short notice bookings will only be accepted for children registered at the provision.

All bookings taken are for full hours i.e. no concessions are given for shorter periods of time.

Deposits and Notice Periods

For children using the preschool a deposit of £50.00 will be required to secure the place. This deposit is refundable when the child starts at preschool. For children leaving preschool, a notice period of at least one month is required.

Payments

Invoices will be issued by the Finance Officer as per the Finance Policy.

A late payment procedure will be operated as detailed in the Finance Policy.

If, for any reason a parent has any problems or queries with their bill, they should to inform the school Finance Officer and the matter will be dealt with confidentially. Both Breakfast Club and After School Club accept Childcare Vouchers or payment via employer. The Finance Officer should be notified if either of these methods of payment is to be used. Childcare vouchers can only be used to pay for care; food and trips must be paid for separately.

Staff at Breakfast Club and After School Club will not enter into any negotiation with parents about fees or late payment, other than to issue reminders. Parents should contact the Finance Officer or the Head of Early Years if there are any issues.

Cancellation Fees

More than five school days' notice - no charge.

One to five school days' notice - half sessional fees will be charged.

Less than 24 hours' notice - full sessional fees will be charged, even if child absent due to sickness

Late Collection fees

Late Collection – after 6pm

While recognising that occasionally circumstances arise that result in a parent to be late collecting a child, the staff also have to stay later if the child is collected after 6pm. For parents collecting children later than the booked session, but before 6pm, a charge will be made for the additional hour the late collection runs into, e.g. if a child is booked until 4pm and the parent arrives at 4.15pm, a late collection charge of £4.00 will be applied. Persistent late collections (e.g. ten minutes late on several days) will incur additional hours' fees of £4.00 per time.

For parents collecting children after 6pm but before 6.30pm, a late collection charge may be made of £10. Parents collecting children later than 6.30pm will be charged an additional £20.

Late collection before 6pm

We do understand that sometimes parents are delayed by unforeseen circumstances, causing them to collect later than the booking they originally made. We will apply a charge of an extra hour to any account where a child is collected late on more than one occasion in any week.

Late payment charges may only be waived at the discretion of the Head teacher or Head of Early Years.

Withdrawal of Use of Provision

Breakfast Club, After School Club and Holiday Club reserve the right to withdraw the use of this facility in the following circumstances:

- ☒ Failure to pay for use of provision or persistently not complying with booking procedures;
- ☒ Should any child appear unsettled or unhappy continually during sessions;
- ☒ Where attendance of a child would be to the detriment of either the child, other club members or staff.

Please see the Behaviour Policy for details.

In any of these cases the Head teacher or Head of Early Years will meet with the parents and the child (if appropriate) before such a decision is taken. If a parent does not agree with the decision, a right of appeal exists. This should be directed to the Chair of the Curriculum Committee who will reply within five working days setting out the procedure that will be followed to deal with the appeal.