



## Harting C of E Primary School

### Wrap Around Care Fees and Charging Policy

Reviewers: Full Governor Body

Date Approved: July 2025

Next Review: July 2026

#### **Harting C of E Primary School Out of School Club**

Harting C of E Primary School aims to provide affordable, high quality Out of School provision, which meets the needs of families, while ensuring that the service remains financially viable.

##### **Attendance:**

The Out of School Club provision can be booked for regular or occasional attendance. Bookings can be made up to 24 hours before Breakfast Club and before 2pm on the day of attendance.

##### **Cancellation:**

If parents wish to cancel their child's booked place, we request that you do this via the My Child at School App MCAS app before 2pm on the day of attendance. If you need to cancel after this time we will try to accommodate requests but cannot guarantee a refund.

##### **Fees and booking:**

Fees are payable at the time of booking and must be made via the My Child at School App. We are unable to accept any other forms of payment. Please ensure your account remains in credit to avoid difficulty booking further sessions. You must collect your child on time; you may incur additional costs if they are collected late.

Any child who attends after school wrap around care and has not been booked in by 2pm on the day of attendance will be charged a premium of £5 in addition to the wraparound session cost. They may be placed within wraparound care or a teacher run club wherever availability can be found.

There may be occasions when things need to change at short notice. In this instance, please contact the office who will be able to advise you of your options.

##### **Tax Free Child Care:**

Harting CE Primary School is a registered provider with the governments Tax Free Child Care Scheme. <https://www.gov.uk/tax-free-childcare> For those eligible please add the school to your child's list of providers and provide the school with their unique reference number. When transferring funds to the school please email [sbm@harting.w-sussex.sch.uk](mailto:sbm@harting.w-sussex.sch.uk) with your child's name, amount and date of payment so that we can add the correct amount of credit to your MCAS account.

**Families with more than one child attending wrap around care:**

To activate these discounts please select the correct MCAS code as detailed below

1 child	Full price
2 <sup>nd</sup> and 3 <sup>rd</sup> child when booked for the same session as the 1 <sup>st</sup> sibling	15% discount
4 <sup>th</sup> child or more, when booked for the same as above – Please contact the office directly to book this place for your child	No Charge

The current fees are listed below and will be reviewed on an annual basis. At least half a term's notice will be given for any fee increase.

Session Details	Session Time	Full Price	MCAS Code	Sibling Price	Sibling Code	Free 4 <sup>th</sup> Sibling
<b>Breakfast Session</b> Monday to Friday	7.45am to 8.30am (includes breakfast)	£6.00	BC1	£5.10	SiBC	FSiBC
<b>After School Wrap Around Care</b> Monday to Friday	3.20pm to 4.15pm (includes refreshments)	£6.50	ASC1	£5.53	SbAS1	FSi1
<b>After School Wrap Around Care</b> Monday to Friday	3.20pm to 5.00pm (Includes refreshments)	£11.40	ASC2	£9.69	SbAS2	FSi2
<b>After School Wrap Around Care</b> Monday to Friday	3.20pm to 6.00pm (Includes refreshments)	£17.90	ASC3	£15.21	SbAS3	FSi3
<b><u>Payment for children attending an after-school club</u></b>						
<b>After School Wrap Around Care</b> (If attending a school club and joining after school club at 4:15pm) Monday to Friday	4.15pm – 5.00pm (includes refreshments)	£5.00	ASC4	£4.25	SbAS4	FSi4
<b>After School Wrap Around Care</b> (If attending a school club and joining after school club at 4:15pm) Monday to Friday	4.15pm – 6.00pm (includes refreshments)	£11.60	ASC5	£9.86	SbAS5	FSi5

**Financial Support:**

We recognise that some parents may experience financial difficulties. Parents experiencing such difficulties should discuss this with the Headteacher or Business Manager in confidence as soon as possible.

**Club Cancellation:**

The school reserves the right to withdraw the Out of School Club provision or, in exceptional circumstances, cancel sessions at late notice. The school will endeavor to inform parents as soon as possible should this become necessary.