



# Harting C of E Primary School

## Out of School Club Fees and Charging Policy

Owner: Resources Committee

Reviewers: Full Governor Body

Date Adopted: June 2016 (Effective January 2017)

Date Updated: July 2020

Date Next Review: June 2021

Document Location: 't' drive

Hardcopy in File



## Harting C of E Primary School

### Contract with Parents

#### Aims:

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

**Child's Name:** .....

The following terms and conditions apply:

#### Contract:

The Out of School Club provision at the School and the parent(s) will agree a contract for the child to attend a number of sessions per week, on a month by month basis. This means that a place will be reserved for the child whether they attend or not. Payment is due at the time of booking and no refund will be given for non-attendance.

#### Occasional Attendance:

The Out of School Club provision at the school is also able to accept occasional bookings for attendance, with 24 hours' written notice (where possible), by 4pm the day before care is required. This must be confirmed by the school office and will be subject to space being available. Payment for this session will be due at the time of booking, however should this not be possible, ad-hoc invoices will be raised on a weekly basis, for immediate payment. Booked sessions will be charged for whether your child attends or not.

#### Fees:

Fees are payable monthly in advance, at the time of booking. We can accept payment by cash, cheque, Childcare Vouchers or via internet banking (bank details can be provided upon request). Any additional hours attended, not originally booked, will be invoiced on a weekly basis, for immediate payment.

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.

<b>Breakfast Session</b> Monday to Friday	7.45am to 8.30am (includes breakfast)	£5.50
<b>After School</b> Monday to Thursday	3.05pm to 6.00pm (includes refreshments)	£6 per hour

#### Financial Difficulties:

It is understood that some parents may experience financial difficulties and we would like to work together to minimise disruption to the child's care. Parents experiencing such difficulties should discuss this with the Headteacher or Bursar, as early as possible, in order to reach an arrangement regarding payment of fees.

**Late Payment Procedure:**

If the fees are not paid on the due date;

- Parents will be sent an email/text message reminder 2-3 days after payment is due.
- If there is no response, a telephone call will follow asking for immediate payment of fees or to contact the Headteacher or Bursar if there are financial difficulties.
- If the fees are outstanding one week following the reminders, a formal letter will be sent to parents. Parents will be offered the opportunity to meet with the Bursar to discuss and agree an arrangement for paying the outstanding fees.
- The school reserves the right to withdraw the Out of School Club provision. This is a most undesirable outcome and we will always work with parents to reach a mutually acceptable financial agreement which can be phased if necessary.

I/We agree to the terms and conditions outlined above and the published policies of Harting C of E Primary School.

---

Child's Name: .....

Signed (Parent): .....

Print (Parent):.....

Date: .....

