



Christ Church C of E Primary School

Have Faith...

Breakfast and After School Club

Booking and Fees Policy

Booking procedure

Places at Breakfast Club can be booked in advance and paid for prior to the session, however booking is not required and invoices will be sent to those using the service.

Places at After School Club must **be booked and paid for in advance of the session**. The register for After School Club **closes at 12 noon** on the day that the session commences.

Maximum attendance at After School Club is 30 children, with an additional 15 places available between 3.15pm and 3.45pm.

In exceptional circumstances, places at After School club can be booked at short notice and will be invoiced, however this is dependent upon staffing levels and in such instances, **requests from places must be made on the phone to the school office**. *Please note that school cannot guarantee places will be available if they have not been booked in advance.*

If a child is not collected at the end of the school day and has not been booked into After School Club, parents will be contacted. If a place at the club is required, school will endeavour to accommodate this, and parents / carers will be invoiced for the cost of the session. Where staffing levels do not allow for additional children to attend, school reserve the right to request that the child be collected as soon as is reasonably possible. In such instances, a fee may be charged.

Fee structure

Fees are charged as follows:

- £4.50 for Breakfast Club from 7.45am
- £4.00 for Breakfast Club from 8.00am
- £2.00 for Breakfast Club from 8.30am*
- £8.00 per session for After School Club
- £2.00 from 3.15 to 3.45pm for After School Club.

* Please note that Breakfast will not be available at this time.

The school recognises that childcare can be costly, so we encourage eligible parents and carers to claim the childcare element of the Working Tax Credit. We are also registered to accept Computershare, Edenred, Fideliti, Kiddivouchers, Sodexo and other childcare vouchers.

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Parents will be invoiced for the additional fee if a child arrives earlier or is collected later than the sessions for which they were booked.

Fees are charged for booked sessions whether the child attends or not. Fees will be refunded in the unlikely event that a session is cancelled by school.

Behavioural Expectations

The staff who work at the Breakfast and After School Club provision are employed by the school and are expected to adhere to the same Code of Conduct as all other staff members in school.

The Staff Handbook, which contains details of the standards expected by all staff, is updated and shared annually.

Christ Church is committed to ensuring that all Breakfast and After School Club staff have received the training that they need to fulfil their role successfully. This includes annual Safeguarding and Child Protection training. Staff who undertake specific roles will have relevant qualifications, such as First Aid and Basic Food Hygiene.

It is expected that children attending the Breakfast and After School Club adhere to the same high expectations that Christ Church prides itself on during school time in terms of conduct and behaviour. All children are expected to follow our school Code of Conduct:

- Take care of yourself
- Take care of others
- Take care of our school

Repeated instances of unwanted or unacceptable behaviour at Breakfast or After School Club may result in a child's place at the club being withdrawn.

Review of fees

Fees are reviewed annually by the headteacher and governors. Requests for variation to payment terms will be considered on an individual basis. Anyone making these requests should contact the school administrator at the earliest opportunity. Any queries regarding fees should be directed to the school administrator in the first instance.

Non-payment of fees

If fees are not paid, the school will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, they will arrange a meeting with the Headteacher as soon as possible.

Where there is no explanation for repeated late payment, parents or carers will be contacted to discuss payment options. The headteacher may issue a formal warning to the parent or carer

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informing them that continued late payment will result in their child's place at the club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the child's place at the club will be cancelled and the debt transferred to Lancashire County Council for recovery.

Late collection

We politely request that children are collected from After School Club on time.

We recognise that there may, on occasion, be exceptional circumstances which result in a parent / carer arriving after the club closure time to collect their child. In such instances, we request that, where it is safe to do so, a parent / carer contacts the club to inform them that they are running late and identify an expected time of arrival.

Where a child is repeatedly collected late, parents or carers will be contacted by the Headteacher, Deputy Headteacher or School Administrator to remind them of the club closure time.

If this issue persists, the Headteacher may issue a formal letter informing parents / carers that future late collection may result in a late collection charge of £5 per 15 minutes being invoiced.

Acceptance of terms and conditions

All parents / carers accessing Out of School Club provision will be required to complete an electronic form annually agreeing to the terms and conditions set out within the policy:

<https://forms.gle/kqtfgdks3cz7AFrQA>

Non – compliance with the term and conditions of the policy may result in withdrawal of provision.

This policy was agreed by the Resources Committee on behalf of the Board of Governors of Christ Church Church of England Primary School on: 28th January 2025.

The scheduled review date of this policy is: January 2026.

Signed:

(Chair of Resources Committee)

Date:

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REVIEW

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2020
2	Policy redrafted to include the following: - Changes to Booking Procedure - Addition of £2 fee for attendance at Breakfast Club from 8am - Addition of Behavioural Expectations section - Addition of Late Collection section - Removal of Booking Form	January 2021
3	Reviewed – no changes made	January 2022
4	Amendments to 'Booking Procedure' Amendment to 'Fees structure' Addition of 'Acceptance of terms and conditions' section	January 2023
5	Reviewed – no changes made	January 2024
6	Reviewed – no changes made	January 2025

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