

ST. STEPHEN'S JUNIOR SCHOOL - EXTENDED SCHOOL CLUB

PAYMENT POLICY - May 2018

Introduction

To enable the Breakfast Club and After School Club to be sustainable, payment needs to be made by those using the club.

Rationale

The Breakfast Club and After School Club will only be sustainable if enough money is generated by those using it to sustain ongoing operating costs.

Aims and Objectives

To ensure the sustainability of the Breakfast Club and After School Club.
To ensure that there is the correct level of adult support for those attending.

School Practice

Payment of fees (subject to change) is required per half term in advance; either weekly, monthly or half termly by the end of the first week of each term attended. Fees can be paid by cash cheque, bacs and childcare vouchers. All sessions requested on your registration form will be charged for in full other than for cancellations due to sickness or medical appointment. If you would like to cancel your pre-booked sessions we would require one month's notice in writing.

At the beginning of each term an email invoice will be sent to parents detailing the cost of sessions for the term. If monies are not received after the first week a reminder invoice will be issued. If, at the end of the second week there is still no payment and no explanation or arrangement made to pay we have the right to cancel any further sessions and may result in your child losing their allocated place within Extended Schools. We will always write to you in advance to inform you, so alternative arrangements can be made.

An administration fee of £20.00 per child will be charged per school year. Further administration fees may be applied if payments are not received on time resulting in costly and time consuming administration.

Special arrangements may be made with the Extended Schools Club Manager where there is deemed to be any special need or circumstances such as financial hardship.

All children should be collected from the After School Club by 5pm for a 3– 5 session or 6pm for a 3 – 6 session. A late penalty fee of £15.00 per 15 minute period, or part thereof, will be charged for late collection.

Monitoring and Review

The person responsible for the Breakfast and After School Club will monitor and review payments each week and will be responsible for contacting parents when there are any problems. The Manager will then discuss this with the Headteacher and a decision will be made to decide the next course of action.

It is the responsibility of the governing body or delegated staff to agree, review and monitor the payment.