

**ST. STEPHEN'S JUNIOR SCHOOL
EXTENDED SCHOOL CLUB**

PAYMENT POLICY

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

Money to be paid in advance - weekly, monthly, half termly or termly on the first day of attendance. An invoice will be sent to parents if monies not received after one week.

If, at the end of the second week there is still no payment and no explanation or arrangement made to pay, then children will not be able to attend.

An administration fee of £10.00 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 co-ordinator where there is deemed to be any special need or circumstances such as financial hardship.

If a place has been booked in either Club and the child does not attend, payment must still be made unless your child is unwell. This is the only exception and all other booked sessions must be paid for. If you are granted an authorised absence during term time we will charge half the usual cost but please inform the Extended Schools Club Co-ordinator directly in all circumstances.

All children should be collected from the After School Club by 6.00pm. 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 co-ordinator will then discuss this with the Headteacher and a decision will be made.

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

August 2015