



THE WHITE ROSE FEDERATION

**ADMISSIONS AND FEES POLICY
BURTON SALMON OUT OF SCHOOL CLUB**

Document Status			
Date of adoption by the Governing Body		Date of next review	
Spring 2024		Spring 2026	
Responsible officer			
J. Marwood			
Signed:			
Headteacher	S. MacDonald	Chair of Governors	A Burr & A. Edwards

Links to Other Policies	

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*



Burton Salmon Primary School Admissions and Fees Policy

Burton Salmon Primary School Breakfast Club and Out of School Club are registered with Ofsted; our registration number is 121385. We provide care for children between the ages of 3 and 11 at our Breakfast Club each morning from 8.00am (7.45am on Wednesdays to Fridays). At our Out of School Club after school, we provide care for children in Years Reception to 6 until 5.30pm.

Places can be requested for Nursery children but will only be offered after an assessment of existing numbers and staffing ratios.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Vulnerable Pupils
2. Siblings of children already attending the club
3. Those requiring the greatest number of sessions/hours per week

Registration

When an enquiry regarding places is made, parents or carers will be advised about the relevant Club information, including:

- Information regarding availability of places
- Details of the **Admissions and Fees** policy (available to view on website)
- Parent contract, booking form
- **Behaviour Management** policy (available to view on website)
- **Complaints** policy (available on the school website)

If a place is available, the child will be able to attend the Club as soon as the completed forms are received.

If no places are available, the parent will be informed, and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the contract and booking form before their children can attend the club.

- **Regular bookings:**

If a regular booking has been booked and is no longer required, the place must be cancelled by telephone or email by 12 noon on the day. If notice is not given, we reserve the right to still charge for the booking.

- **Temporary booking:**

We will accept temporary or occasional bookings so long as there are places available. If a temporary place has been booked and is no longer required, the place must be cancelled by telephone or email by 12 noon on the day. If notice is not given, we reserve the right to still charge for the booking.

Fee structure

Fees for children in Reception to Year 6 are charged as follows:

Breakfast Club times	7.45am to 7.59am drop off (available on request)	8.00am to 8.45am drop off
Breakfast Club	£5.00	£4.00

After School Club collection times	3.15pm to 4.30pm	4.31pm to 5.30pm
Charges per collection time	£5.00	£10.00

Fees for children in Nursery are £5.20 per hour or part thereof, £1.30 per 15 minutes for both Breakfast Club and Out of School Club, only applicable when prior booking requests have been approved and granted.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are also registered to accept employer childcare vouchers and tax-free childcare vouchers.

- Fees are payable weekly in advance or up to 1 week in arrears.
- Fees should be paid on ParentPay and there is a maximum outstanding balance amount of £30 per child. We reserve the right to suspend bookings until overdue payments are made.
- There is a charge of £2.50 per 15 minutes for late collection after 5.30pm, which will be added to ParentPay.
- We reserve the right to charge fees for booked sessions if the cancellation email to the admin email address or the phone call was received after 12 noon on the day.

Payment of fees

Fees are reviewed on a termly basis. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the School Business Manager at the earliest opportunity.

If fees are not paid, the Club will email and text the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they speak with the School Business Manager as soon as possible.

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