



SHIRLEY COMMUNITY PRIMARY SCHOOL BREAKFAST CLUB AND AFTER SCHOOL CLUB FEE POLICY

7.45 a.m. – 8.55 a.m.	Breakfast Club	£2.00 per session
3.15 p.m. – 5.00 p.m.	After School Club	£6.75 per session
3.15 p.m. – 6.00 p.m.	After School Club	£7.75 per session

Terms and Conditions of fees and bookings

- All parents must complete a registration form for each child attending the club(s) and sign an agreement to adhere to the terms of this policy.
- The registration process must be completed prior to a child's commencement at the club(s).
- The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- Bookings should be made at least one week in advance, with payment. **All fees should be paid in advance of bookings.**
- Occasional last minute bookings will only be accepted if there is a space available, with payment on the day. Telephone bookings can be made via the school office during school hours, telephone 01223 712252. After school hours telephone 01223 712256.
- Payment for last minute bookings for breakfast club should be made upon dropping off the child.
- Payment for last minute bookings for After School club should be made upon collection of the child.
- Cancellation of After School Club bookings with less than 24 hours' notice, will incur a charge of £3.50 per session. Consideration will be given to special circumstances including when a child is absent from school due to sickness.
- Breakfast Club fees are non-refundable.
- A fee of £5 per five minutes will be charged for late collection of children beyond the published end time of a child's booked session.
- Payment of fees can be made by the following methods:
 - The school's online payment system, **Stripe**
 - Cheques, make payable to Shirley Community Primary School
 - Childcare Voucher (please use ASC/BC and your child's name as a reference)
 - Cash

- Failure to pay fees on time may result in the withdrawal of the child’s place at the club.
- Where a parent is experiencing financial difficulties they are encouraged to discuss this, in confidence, with a member of staff at the earliest opportunity. A temporary reduction in fees may be possible, however each case will be considered on an individual basis.
- Parents are encouraged to investigate their eligibility to the benefits to help meet the cost of their fees. Please contact HMRC helpline 0800 013 0313 or visit their website at <https://www.gov.uk/help-with-childcare-costs>
- Fees will be reviewed annually.

I have read and accept the fee policy for Shirley Community Nursery School Breakfast Club and After School Club and agree to abide by the terms therein.

I accept that I am the ‘contracting parent’ for the child named below and agree to make payments to Shirley Community Primary School in accordance with this policy.

Name of Child:

Name of Parent/Guardian:
(‘Contracting Parent’)

Signature of Parent/Guardian:

Date: