



Berkswell C of E School

Windmills Wraparound Charging Policy

Introduction

This policy covers charges made by the school to parents for use of Berkswell Windmills Wraparound provided by Berkswell School for children aged 3 – 11. The care is provided on the school premises and is based in the hall.

Parents using the provision must book the sessions they require termly in advance. Regular registered users of the provision may be able to book additional ad-hoc sessions to their regular sessions (subject to sufficient notice and staff/pupil ratios). Additional sessions will be added to their Libacura account.

Fees will be due on a calendar month basis in advance on the 1st of the month. All fees are payable one month in advance at the start of the calendar month. Where fees have not been received by the due date and/or no contact has been made from the parent, it will be assumed that the place is no longer required and the child will be removed from the register. Fees will be payable through the schools' cashless ParentPay system or by using Childcare Vouchers

If possible where children do not normally attend a particular childcare session, but would normally attend a before/after school activity club – in the event of the club being cancelled at short/no notice the provision will try to accommodate them this will be dependent on the staff/pupil ratios. They will be charged for the full session.

One full months' written notice will be required for permanent cancellation of sessions

Charges

Sessions run daily during school term time, from 7.30am to 8.50am in the morning and 3.20 pm to 6.30 pm after school but excludes INSET days.

The charge for each session is currently (September 2016):

Session	Time		Fees (Autumn Term)
Before school	7.30am -8.50am	The price includes breakfast of cereal, toast, fruit and yoghurt	£7.60
Afterschool 1	3.20pm – 4.30pm	The price includes a snack	£6.85
Afterschool 2	4.30 pm – 5.00pm (after clubs)	The price includes a snack	£3.00
Afterschool 3	4.30 pm – 6.00pm (after clubs)	The price includes a hot/ cold snack and fruit	£6.00
Afterschool 4	3.20pm – 5.00pm	The price includes a snack	£7.60
Afterschool 5	3.20pm – 6.00pm	The price includes a hot/ cold snack and fruit	£12.85

In those cases where parents or carers, are unavoidably delayed in collecting their children, late fees of £5 per 15 minutes or part thereof will be applied.

These charges for each session will be reviewed annually in the Spring Term by the Governing Body, with due regard to the charges raised by other local providers of similar care. The revised charge would take effect from the following September.

The school is unable to provide refunds for absence and sessions missed due to sickness or any other reason and that sessions missed due to holidays must be paid for.

There will be a 5% discount applied for second and subsequent siblings and a 5% discount for staff children (from spring term 2017).

Payments are required monthly in advance, through ParentPay.

Please refer to the separate Debt Management Policy for collection of these charges.