



William Gilpin Church of England VA Primary School

Policy for After School Provision Admissions and Fees

William Gilpin Church Of England VA Primary School is registered with OFSTED (registration no 116353), the afterschool provision is included within this registration. We can currently provide care for up to eight children between the ages of 4 and 11, primarily serving the children of who attend our school.

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. Siblings of children already attending the club
2. Children of William Gilpin Church of England Primary School
3. Children living in the area attending other schools
4. Sibling of children who live in the area attending other schools

Registration

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

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- For children who are not on roll at William Gilpin Church of England VA Primary School a registration form, medical form, parent contract, booking form, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

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

If no places are available the parent will be inform 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 necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

- **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at [insert session/hourly rate as applicable] £10 per child per session up to 6pm. A discounted rate of £9 per child per session will be applied for bookings made and paid for half termly in advance.

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 vouchers from the following schemes Childcarevouchers.co.uk, Enjoybenefits.co.uk and

Kiddivouchers.com. Please let the school know if your employer uses an alternative voucher provider.

- Fees are payable in advance
- Fees can be paid by cheque, cash or childcare voucher
- Fees are charged for booked sessions whether the child attends or not

Payment of fees

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the school at the earliest opportunity. Any queries regarding fees should be directed to the school.

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the school as soon as possible.

Where there is no explanation for repeated late payment, the school will contact the parents or carers to discuss payment options. The school may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the school may have to cancel the child's place.

This policy will be reviewed in the Autumn Term 2017 or in the light of new legislation.

Signed:

Date: