

After School Club Admission and Charging Policy



St. Andrew's
Church of England Primary School

ENRICHING LIVES

Our Vision.....

We believe that every person in our school community should flourish and broaden their horizons. Therefore, it is the element of 'enrichment' that defines our school; we are a church school that endeavours to provide the widest of opportunities for all.

Within our caring and nurturing environment and guided by our shared Christian values, we aim to ensure that all voices in our school family can be heard and all are engaged in learning that develops and challenges them, excites their imagination and provides an opportunity to achieve their full potential.

We see everyone and everything as valued in the eyes of God and recognise that all the members of our family are individuals as we work together towards a society of mutual respect, compassion and justice.

Even the smallest person can change the course of the future."

..... JRR Tolkien

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1. Introduction

1.1 In the After School Club all children will be valued and will be treated in the same way. All children, from Reception to Year 6, are entitled to join the After School Club. There are 30 places in the After School Club. The hours of operation are from the end of the school day until 6.00pm.

1.2 The cost of each session from September 2026 is £8.65 per child per session up to 5.30pm and £10.65 up to 6.00pm. These prices will be reviewed by the Governing Body on an annual basis and may be changed accordingly.

1.3 This policy sets out: the policy for booking and cancelling places; the policy for payments and the policy for collecting children from the After School Club (ASC).

2. Admissions & Bookings

2.1 There are two bookings methods for the ASC, annual contract bookings and annual ad-hoc bookings.

2.2 Contract bookings are agreed in term 6 of the school year for the upcoming September. Parents will be asked via an Expression of Interest Form to complete the sessions required if they wish to be considered for an annual contract. Once all the information is collated Contract places will be allocated to families up to a maximum of 25 places on any given session. If more than 25 families request a contract place for each session the over subscription criteria will be applied.

2.3 Ad-hoc Places for the ASC can be booked on the Kids Club HQ booking system on a first come, first served basis at any time during the school year and can be made up to 24 hours before the date of the session. If a booking is required within 24 hrs of the session the parent should contact the School Office by telephone to arrange. Payment for ASC sessions must be made prior to booking via the GoCardless system. Cash, cheques and BACs transfers are not accepted. A text will be sent to parents via ParentMail during term 6 to inform families that sessions for the following year's ASC are available to book.

2.4 **Parents must ensure that they read the cancellation terms carefully before bookings are made.**

3. Over-Subscription Criteria

The following over-subscription criteria will be used to allocate places at ASC in the following priority order:

1. Pupil Premium
2. 5 bookings per week per child (sibling bookings will be prioritized)
3. 4 bookings per week per child (sibling bookings will be prioritized)
4. 3 bookings per week per child (sibling bookings will be prioritized)
5. Less than 3 bookings per week per child (subject to availability on the sessions requested, sibling bookings will be prioritized)

The over subscription criteria will be reviewed annually by the School's Governing Body. Decisions will be final and there is no right of appeal.

4. Payments

4.1 The cost of each session is £8.65 per child per session up to 5.30pm and £10.65 per child per session up to 6.00pm.

4.2 All contract payments are due termly, in advance. The deadline for these payments will be communicated with parents in advance. Please note that the school will accept 'Childcare Vouchers'. You must ensure that money is received by the School **prior** to the payment deadline.

4.3 All Ad-hoc payments must be made in advance via the GoCardless system. The school will accept 'Childcare Vouchers'. You must ensure that money is received by the School **prior** to making your bookings and parents should allow up to 10 days for childcare vouchers to be processed.

5. Arrears

If you have individual financial circumstances which are affecting your booking, please contact the School Office at the earliest opportunity to discuss possible personal payment arrangements.

The Governors have agreed the following policy should a Kids Club HQ account go into arrears:

- Account holders with an arrears balance will be notified by text.
- A further reminder text will be sent.
- If any charges remain unpaid for more than 3 term time weeks since the due date, the account can be frozen to prevent any bookings of Breakfast & Afterschool Club sessions, Nursery sessions and outside activities. The account holder will be informed in writing and told that no further bookings can be made until the account is settled. Breakfast & Afterschool Club and Nursery sessions already booked will be able to be accessed. The account holder will be invited to discuss a manageable payment plan of the amount in arrears and the account will be un-frozen once payment had been received.

6. Cancellations & Non attendance

6.1 For Contract bookings, parents are required to sign up to an annual contract for the sessions they require throughout the year. These bookings will then be fixed for the full year and subject to the cancellation period stated below. Attendance will be monitored every full term and it is expected that at least 90% of the sessions booked are attended. Failure to attend at least 90% of sessions will result in the contract being reviewed and contracts may be reduced to ensure the process for allocating annual contracts is fair.

6.2 Parents will be able to cancel contracted sessions for the rest of the academic year when at least one full term's notice is given in writing to enquiries@st-andrews-woodhall.lincs.sch.uk.

6.3 Once an Ad-hoc booking has been made, any cancellations must be paid for, except in exceptional circumstances (see below). If your child will be absent from ASC, you should telephone the School office directly so that we can inform ASC staff.

6.4 Where you must cancel a session owing to exceptional circumstances you will not be charged.

6.5 Exceptional circumstances are those where a child is unable to attend or the place is not needed for reasons beyond your control – for example bereavement or child is attending an event arranged by the school after the booking was made.

6.6 Discretionary non-attendance such as for play dates or parental leave from work is not considered exceptional.

6.7 The School's decision on whether a circumstance is deemed to be exceptional is final. You may contact the School directly by phone, email or letter to inform the school of the circumstances regarding a cancellation and you will be informed subsequently whether it has been agreed that the cancellation is considered to be an exceptional circumstance. If this is the case, you will not be charged and the booking will be deleted from your account.

7. Collections

7.1 The After School Club will run from the end of the school day until 6.00pm. Parents must ensure that they collect their child promptly in accordance with times they have booked. By booking an ASC club session via Kids Club HQ you agree to make sure that you are able to arrive on time to collect your child.

7.2 If someone other than a parent is collecting your child you must inform the School by phone. After school office hours the school answer phone will allow you to transfer your call to the ASC building so that you can inform a member of staff on the ASC team.

8. Penalty Clause

The School fully appreciates that parents and carers may very occasionally be late in collecting children and should this happen we would need to be notified so that we can make appropriate arrangements.

However, where this occurs more than once in 10 working days for a period exceeding 10 minutes, then we will write to advise you that an additional charge would be due of £10.00 and an additional £5.00 per 5 minute block thereafter.

Unfortunately, if this additional charge is not paid within 5 working days or 3 charges are incurred over a 30 working day period then the school reserves the right to withdraw the offer of a place.

9. Behaviour

9.1 We expect the same levels of good behaviour from children in the After School Club as we do in School. Where the After School Club staff have concerns about a child's behaviour this will be dealt with

in the first instance by the After School Club staff who will talk to your child. If your child's behaviour does not improve you will be contacted by the School to discuss the issue. In the last instance you will receive a letter about your child's behaviour and your child's place in the club may be withdrawn. The period of notice given by the After School Club will be 2 weeks.

9.2 The After School Club follows the School Behaviour Policy.

10. Complaints

The After School Club follows the School Complaints Policy