

**Bilston CE Primary School**  
**Charging Policy for Breakfast and After School Clubs**

**Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However for certain activities we may charge or ask for voluntary contributions.

In accordance with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This was approved by the Finance and General Purposes Committee of Bilston CE Primary School and will be reviewed annually.

This policy will be made available to parents or carers on request.

**Breakfast Club and After School Club**

The Breakfast Club runs from 7:30am - 9:00am

The After School Club runs from 3:30pm - 6:00pm Monday-Friday term time only.

There are three members of Staff employed to manage provisions, a Childcare Practitioner & two Childcare Assistants.

When demand allows, Childcare provision takes place in school holidays.

**Charges**

Breakfast Club costs **£3.20** per child per session.

After School Club - If a child is collected before 4.30pm (with no food) the cost is **£3.20** per child. If they have food or are collected after 4.30pm the cost is **£6.30** per child per session regardless of time collected.

If children are collected late from afterschool club (after 6pm) for any reason, parents/carers will be asked for an additional **£5.00** charge for each 15 minute delay in collection. The option to use the Afterschool club may also be withdrawn.

Fees should be paid a week in advance to secure a place on the day required. Each Monday morning the fees can be handed into the school office or given to the members of staff on duty in the club.

No more than two weeks' arrears will be allowed. A letter and text informing the parent/carer of the arrears. If the arrears are still not settled the contract for club will be terminated and the parent/carer will not be able to use the clubs until arrears are cleared.

**Paying Money into the Office**

Money paid into school should be in a blue envelope labelled with the child's name, which can be obtained from the office.

Cheques should be made payable to Bilston CE Primary.

**Non-Payment**

All payments to the school should be made before or no later than the day to which the paid for provision relates. The school has an arrears policy and procedure which will be followed for the recovery of overdue payments and may result in refusal of provision. Persistent overdue accounts will be referred to the Local Authority Debt collection department.

The school will not subsidise or agree to non payment but written requests for alternative payment arrangements may be considered by the Governing body for exceptional circumstances. Any requests for alternative arrangements should be discussed with the Headteacher in the first instance. The Headteacher will take in to consideration the previous payment history and the circumstances behind the request in order to assess the reasonability of the request and make recommendations to approve or not to approve the request to Governors.

**School Staff Charging Policy for using Breakfast/After School clubs.**

Where a member of staff has a child (or children) of primary school age, they are allowed to utilise the Breakfast/ After School clubs.

Breakfast Club costs £3.20 per child per session.

After School Club - If a child is collected before 4.30pm (with no food) the cost is £3.20 per child. If they have food or are collected after 4.30pm the cost is £6.30 per child per session regardless of time collected.

**All staff using the Breakfast club before 8.15am and After School clubs are required to pay the current charge.**

Staff are allowed to place their child in breakfast club from 8.15 without charge.

No breakfast will be provided unless paid for.

Should staff wish to place their child in breakfast club before 8.15, the full charge will apply.