



**Pudsey Waterloo
Primary School**

Pudsey Waterloo Primary School

Extended Services Charging Policy

1. Aim

The aim of this policy is to set out procedures for charging for extended services activities operated by the school under the management of the Governing Body.

2. Responsibilities

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for implementation.

3. Equality and Inclusion

We aim to provide parents with a high quality childcare service, which provides a safe, caring and stimulating environment for children in our care. We are committed to quality, equal opportunities and child protection. All childcare facilities that operate from school are offered on a non-profit making basis. Charges are set to cover the costs of staffing, food and resources only.

All parents wishing to make use of the childcare services offered by Pudsey Waterloo Primary School must strictly adhere to the terms and conditions.

4. Extended Services Managed by School

We offer a range of childcare provision from our school which includes:

- Before School Club
- Nursery Lunchtime Care Club
- After School Club
- Holiday Care Club

5. Procedures for all Childcare

It is a parent's responsibility to ensure that the most up to date information is available to school at all times. All parents should provide at least two emergency contacts who are able to collect the child and/or make decision about the child if contacted during a childcare session. Extra Club use the information parents provide for school via scholarpack.

5.1. Before School Club

This operates from 7.30am to 8.50am. Parents must accompany their child into the Breakfast Club where each child must be signed in. Charges should be paid weekly in arrears. A free breakfast of toast and/or cereal and a drink is provided. All booked sessions must be paid for. If arrears exceed £100 then the breakfast club place will be withdrawn until the arrears are cleared.

5.2. Nursery Lunch Club

Nursery Lunchtime Care Club operates from 11.40am – 12.30pm each day. All sessions must be booked in advance and are subject to availability. Parents must provide a packed lunch for their child as costs of the session do not include food. Payment for sessions should be paid in arrears on school money weekly. All sessions attended must be paid for.

5.3. After School Club

After school club operates from 3.15pm until 6.00pm. On arrival at the club children will then be given the opportunity to engage in a variety of activities appropriate for their age range. Children will also receive a free snack. All activities are included in the cost of the childcare. Parents/carers must ensure that children are signed out by a responsible person. After School Club should be paid weekly in arrears. All booked sessions must be paid for. If arrears exceed £100 then the after school club place will be withdrawn until the arrears are cleared.

If a child is picked up late there will be additional charges. £5 for the first 5 minutes and £5 for every additional 5 minute block.

5.4. Holiday Care Club

The Holiday Club will open from 7.30am and will close at 6.00pm. Half day or full day sessions can be booked.

The Holiday Club runs an option of four sessions; AM (8am-1pm), PM (13:30pm-5:30pm), Full (8am-5:30pm), School day (8:40-3:15pm).

Parents/carers must ensure that children are escorted into the club and signed in by a responsible person. Parents must provide a packed lunch for those children who are staying all day as charges for holiday care club do not cover the cost of food. On arrival at the club children will then be given the opportunity to engage in a variety of activities appropriate for their age range. A series of 'activity days' or visits also operates. If necessary, school reserve the right to charge 'extra' for these events order to 'break even.'

Payment should be made in advance prior to the start of Holiday Club if possible, but in any case in advance no later than the start of each week.

6. Additional Considerations

- A payment schedule is available for each childcare facility we offer. Charges are reviewed annually and a decision to increase charges will be made after taking advice from the Owlcotes finance team and taking account of the cost of salaries/ utility bills.
- We understand that there are times when parents require alternative payment plans. In such a situation we have established a system for parents to pay in alternative instalments. Any change to payment procedures should be agreed in advance by the Extended Services Manager.
- In order to ensure that school covers the cost of providing childcare, then all booked days will be charged for, this includes days that are booked but which a child has not attended due to ill health, holidays in term time etc. Unless two weeks written notice is given. Please note: Days absent through Religious Observance or enforced closure of the facility will not be charged.

This Extended Services Charging Policy was adopted by Pudsey Waterloo Primary School on 28/02/2018

Chair of Governors – Mrs M. Smith		
Signature:		
Frequency of review:	3 years	
To be reviewed and approved by:	PWPS Full Board	
Date of next review:	January 2027	

REVIEW RECORD

Date of review	Reason for review	Date of next review
01/03/2021	Agreed review schedule.	March 2024

Name:		Signature:	
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on behalf of PWPS Full Board

Date of review	Reason for review	Date of next review
29/01/2024	Agreed review schedule.	January 2027

Name:		Signature:	
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on behalf of PWPS Full Board

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Name:		Signature:	
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on behalf of PWPS Full Board