



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

A registration form which contains the child/ren's details and emergency contact numbers, must be completed and signed by parent/guardian. It is a parent's responsibility to ensure that the most up to date information is available to school at all times.

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 will be billed 1 week in arrears through the school money app. 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 If arrears exceed £100 then the breakfast club place will be withdrawn until the arrears are cleared.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 11.30am – 12.30pm each day. Charges will be billed 1 week in arrears through the school money app. If arrears exceed £40 then the lunchtime care place will be withdrawn until the arrears are cleared. Children can bring a packed lunch or pay for a school dinner.

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. Charges will be billed 1 week in arrears through the school money app. 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 £2.50 for every additional 5 minute block.

5.4. Holiday Care Club

The Holiday Club will open from 8.00am and will close at 5.30pm. Half day or full day sessions can be booked.

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 however breakfast and snack is included in the cost. 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 reserves the right to charge 'extra' for these events in order to 'break even.'

All booked sessions must be paid for. 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

The governing body recognises its responsibility to ensure that the offer of childcare activities operated from school does not place an unnecessary burden on family finances. To this end, we will try to adhere to the principles of ensuring that all childcare is offered on a non-profit making basis.

- A payment schedule is available for each childcare facility we offer (Appendix 1). Charges are reviewed annually and a decision to increase charges will be made after taking advice from the Chief Financial Officer (CFO) and taking account of the cost of salaries and increasing 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 Headteacher.
- 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. Please note: Days absent through Religious Observance or enforced closure of the facility will not be charged. If you wish to cancel a session you will not be charged if you give at least 2 weeks notice.

This Extended Services Charging Policy was adopted by Pudsey Waterloo Primary School on 1/03/2021

Chair of Governors – Mr. J Woods		
Signature:		
Frequency of review:	3 years	
To be reviewed and approved by:	PWPS Full Board	
Date of next review:	March 2024	

REVIEW RECORD

Date of review	Reason for review	Date of next review

Name:		Signature:	
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on behalf of PWPS Full Board

Date of review	Reason for review	Date of next review

Name:			
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