



Berkswell C of E School Windmills Wraparound Charging Policy

Introduction

This policy covers charges made by the school to parents for use of Berkswell Windmills Wraparound provided by Berkswell School for children aged 3 – 11. The care is provided on the school premises and is based in the hall.

Parents using the provision must book the sessions they require termly in advance. Regular registered users of the provision may be able to book additional ad-hoc sessions to their regular sessions (subject to sufficient notice and staff/pupil ratios). Additional sessions will be added to their next invoice.

Fees will be due on a monthly basis, calculated to the last Friday of the month, payable in advance on the 1st of the month. Where fees have not been received by the due date and/or no contact has been made from the parent, it will be assumed that the place is no longer required and the child will be removed from the register. Fees will be payable through the schools' cashless ParentPay system or by using Childcare Vouchers

Where registered children normally attend a before/after school activity club which is cancelled at short notice, Berkswell Windmills Wraparound will do their best to accommodate them for this extra session, but this will be dependent on the staff/pupil ratios. They will be charged for the full session.

One full month's written notice will be required for permanent cancellation of sessions.

Charges

Sessions run daily during school term time, from 7.30am to 8.50am in the morning and 3.20pm to 6.00pm after school but excludes INSET days.

The charge for each session is currently (September 2023):

Session	Time		Fees (Autumn Term 2023)
Before school	7.30am -8.50am	The price includes breakfast of cereal, toast, fruit and yoghurt	£8.50
Afterschool 1	3.20pm – 4.30pm	The price includes a snack	£7.70
Afterschool 2	3.20pm – 5.00pm	The price includes a snack	£9.60
Afterschool 3	3.20pm – 6.00pm	The price includes a hot/ cold snack and fruit	£15.30

In those cases, where parents or carers, are unavoidably delayed in collecting their children, late fees of £5 per 15 minutes or part thereof will be applied for each child.

These charges for each session will be reviewed annually in the Spring Term by the Governing Body, with due regard to the charges raised by other local providers of similar care. The revised charge would take effect from the following September.

Refunds are not given for absence or emergency school closures and sessions missed due to holidays must also be paid for.

There will be a 5% discount applied for second and subsequent siblings and a 5% discount for staff children (from Spring Term 2017).

Payments are required monthly in advance, through ParentPay or by childcare vouchers.

Please refer to the separate Debt Management Policy for late collection of these charges.