



NERROLS
PRIMARY SCHOOL

Wrap Around Care Before and After School Club

Fees Policy 2020-2021

Signed:  Head teacher

Signed:  Chair of Governors

Date Approved: June 2020
Next Review: June 2021

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What is wrap around care?

'Wrap around care' is childcare that schools provide outside of normal school hours, in the form of before school childcare and after school childcare.

Statement of intent

Nerrols Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to support parents, the school aims to provide an affordable and convenient wrap around childcare service. Before and after school care is available to children aged 4 to 11 who attend Nerrols Primary, allowing parents more flexibility with their working hours.

Session times

At Nerrols Primary School before-school wrap around care operates from 08:00 and runs until the start of the school day at 08:50. After-school wrap around care operates from the end of the school day at 15:15 until 18:00.

Fee Structure for 2020-2021

Session	Fee
Before School Wrap Around Care 08:00 - 08:50	£3.00
After School Wrap Around Care 15:15 – 18:00	£8.00

Fees are charged per session although you may bring and collect your child within these times to suit your personal requirements.

Fees quoted are per child.

Fees are payable monthly in advance and invoices will be issued one month before the relevant period of childcare to ensure a 30 day payment period expires before the childcare begins.

Meals and drinks

Breakfast is available at before school wrap around care and is served between 8:00 and 8:30 and typically consists of a selection of cereals and toast with a choice of spreads, and milk or water to drink.

A picnic style tea is available during the afternoon session and is served at approximately 16:30. The picnic tea typically consists of a range of assorted filled sandwiches, wraps, pitta breads and crackers with milk or water to drink.

Meals are included in the session fee.

Fresh drinking water is always available and accessible.

How to register

To register to access either the Before School Care or After School Care, please contact the School office, either by email at office@nr.huish.education or by telephone on 01823 792655.

You will then be sent a registration form, the 'family' app data collection form and a booking form to complete and return to school.

How to book your sessions

To book your sessions each month a booking form will be sent from the school office. You need to complete and return the form to the office. The School Administration Officer will confirm your bookings.

Spaces are limited to ensure appropriate adult to child ratios. The school has a first come, first served policy for admissions to wrap around services. When all the places have been filled, new applications are placed on a waiting list.

Last minute or ad hoc bookings may be possible, depending upon available spaces at the time. If you wish to enquire about the possibility of booking a last minute or ad hoc place, please contact the School Office at the earliest opportunity.

How to pay

The School use an app called 'Family' to manage all bookings. Your invoice will be issued electronically each month via the Family app. Payments can be made directly through Family.

Alternatively, you can pay fees via bank transfer to:

Richard Huish Trust, Lloyds Bank, Sort Code: 309845, Account Number: 74273060

NB. Please quote 'NerrolsWrap' followed by your child's name. Without this it is very difficult to identify your payment.

We are unable to accept payments by cash or cheque.

Childcare vouchers

Wrap Around Care Provision at Nerrols Primary School accepts most Childcare Vouchers provided through parents/carers' employers. Please discuss this with the school Administration and Finance Officer, Sue Parkinson.

Tax-free childcare

If you're a working parent with children under 12, you can open an online account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 per child per year. Further information can be found at <https://www.childcarechoices.gov.uk/>

When is payment due?

Invoices will be sent out on the first day (or nearest working day) of each month. Payment will be due by the last working day of each month. For example, for attendance in January, invoices will be sent out on 1st December and payment is due by 31st December.

Invoices are issued electronically via Family.

When do charges apply?

There is no charge for bank holidays or for planned school closures such as inset days.

Fees are payable in full for all periods of children's absences and sickness.

Following the advice provided by Public Health England's Guidance on Health Protection in Schools and other Childcare Facilities, any child who has, or develops, an infectious illness must be kept at home in order to prevent the spread of illness and must not attend school to protect the health and wellbeing of the other children and staff. Fees are payable at the full rate during periods of sickness absence from wrap around care. In the event of a long-term illness, individual circumstances will be considered on a case-by-case basis.

Emergency closure

There are certain rare events that could result in the wrap around care at Nerrols Primary School having to close for a limited time. We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In the event of bad weather such as heavy snowfall that would make it hazardous for both staff and parents/carers to travel, the premises will be closed for health and safety reasons. The Head teacher will decide whether it is safe for children and staff to attend. Staff will inform parents /carers at the earliest opportunity. In the event of an emergency closure, no fees will apply and payments already made will be credited to the next invoice. Parents/carers will be informed at the end of each day about the situation and the likelihood of opening on the following day. Please refer to our Emergency Closure Policy for more information.

If the provision is open but it is parental choice for the child not to attend the provision, fees still apply.

Late collection charges

Nerrols Primary School must ensure that we adhere to legal requirements on staff to child ratios and must have at least two members of staff on the premises at all time. Late collection has a significant impact on ensuring the correct legal adult to child ratios are maintained and on staff costs. Late collection will be charged at a rate of £5 for every 15 minutes late or part thereof.

Late payment of fees

If you are experiencing difficulty meeting the fees, we encourage you to discuss the matter with the school Administration and Finance Officer, Sue Parkinson, as soon as possible.

If payment is not received in full as outlined above, this is deemed as a late payment. A late payment charge of £5 a day will be made for each day until payment is received. This applies also to any Childcare Voucher payments.

The following procedures will be followed:

- A date is set for payment on the invoice
- The school will check payments against invoices on the date they are due
- All parents/carers who have not paid will be contacted by phone to remind them about the payment date and expectations of when the payment is due.
- If payment is not received by the agreed date, the school will follow the non-payment of fees procedure.

Non-payment of fees

In the event of non-payment of fees, the following procedure will be followed.

A meeting will be arranged to discuss the situation, if a resolution cannot be agreed, the child's place will be withdrawn and the place will become available to other children.

Nerrols Primary School reserves the right to terminate a contract in the event of non-payment of fees.

Debt collection procedure

We unfortunately need to cover the risk to the school of parents/carers not paying for a pre-booked space or their invoice in full. Whilst we will work with you to cover periods of hardship you may have, once a goodwill arrangement becomes an obvious debt, we will if required hand over your non-payment to an outside debt recovery specialist.

Additional sessions

Subject to availability you can book additional sessions by calling, emailing or visiting the School Office and speaking with Sue Parkinson, Administration and Finance Officer.

School terminating a child's place

Nerrols Primary School reserves the right to terminate a child's place with immediate effect if a parent/carer displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances, 4 weeks' notice in writing will be given.

Review of the fees policy

Nerrols Primary School will review the Fees Policy annually and parents/carers will be given at least 1 months' notice of any changes by letter sent electronically.

Data protection

Registered with ICO under Data Protection Act 1998