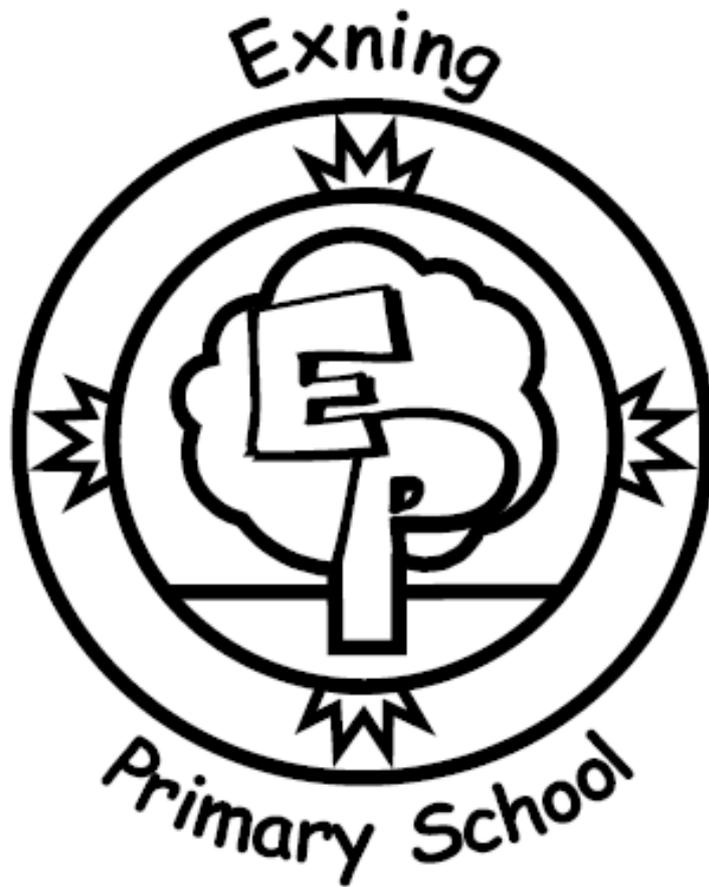


Exning Primary School



Exning Wrap-Around Care Club

Charging and Admission Policies

EXNING PRIMARY SCHOOL

WRAP-AROUND CARE CLUBS

Exning Primary School provides quality wrap-around care for children within the school premises. These clubs include care for children before school, after school and during some of the holiday periods in the form of Breakfast Club, After-School Club and Holiday Club.

ADMISSION POLICY

1. Children aged between 4 and 11, who attend Exning Primary School and other educational establishments are eligible to attend these clubs. Past pupils of Exning Primary School, aged 11-13, may continue to attend at the discretion of club management.
2. Admission will be on a first come, first served basis, with exception of siblings of children already attending the club who will have priority.
3. You must inform staff if your child has specific dietary needs or food allergies.
4. Admission is conditional on the following undertakings by the parent/guardian:
 - a) Fees are promptly paid in advance
 - b) The behaviour of the child is acceptable for the safe and efficient running of the club. School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.
5. Occasional bookings can be taken at the discretion of the wrap-around care clubs staff.
6. In the case of occasional absence e.g. illness please telephone or text Mrs Donald on 07775731873 or 07914565828 (only during club hours) to confirm non-attendance.

EQUAL OPPORTUNITIES

Equality of opportunity is a fundamental right that must be allowed to all children regardless of race, culture, gender, disability or special educational needs and the club will be operated in accordance with these principles. See the Equal Opportunities Policy available on the school website and from the School Office.

CHARGING POLICY

1. The cost of each breakfast club session, from 7:45am until school starts, will be £2.50.
2. The cost of each after-school club session, from arrival after school until 6pm, will be £9.00.
3. The cost of each holiday club session, from 8am until 6pm, will be £25.00.
4. Payment will be made in advance of each half-term/ holiday period or on the first day of each week/ month if arranged with the Wrap-Around Care Club lead supervisor. Fees can be paid by cash, cheque or childcare vouchers.

Failure to pay on time will result in the withdrawal of a place at the club. If paying by cheque, this should be made payable to Exning Primary School and paid to the Wrap-Around Care Club Supervisors. Please ensure that payment is in an envelope clearly stating the child's name and the date.
5. A charge of £10 will be made for late pick up from the after-school or holiday club.
6. Two weeks' notice is required for termination of sessions or permanent changes of attendance; fees are payable for this period.
7. Fees are still due for missed sessions due to illness or holidays. If your child is ill for longer than two weeks a refund of 25% of the cost of each subsequent session missed may be considered.
8. Refunds or concessions may be applied for sessions missed due to school organised activities.
9. Places may be allocated, based on need, where parent(s) are unable to cover the cost of provision. Such places will be funded by the school in line with our remissions and charging policy.

This policy was agreed by the Governing Body on _____

Signed on behalf of the Governing Body _____

Next review: November 2017