



Vale Partnership Childcare Provision

Incorporating Breakfast and After School Clubs at Croxtton, Redmile and

Waltham-on-the-Wolds CE Primary Schools

Charging Policy

Effective from 24 August 2020

Our Vale schools partnership includes Croxtton Kerial CE Primary School, Redmile CE Primary School, Waltham-on-the-Wolds CE Primary School (including pre-school) and Wymondham CE Primary School; all schools are academies within the Diocese of Leicester Academies Trust (DLAT). We are a family of schools serving both Church and community where diversity is celebrated and respect and dignity are paramount.

We offer wraparound care at three of our schools (for children attending our schools) which is fair and competitively priced; it is known as The **CR&W** Club (Croxtton, Redmile and Waltham=3 schools working in partnership). We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. The aim of this policy is to ensure that there is a clear understanding of the commitment to the necessary financial procedures required by parents to secure a place for their child/ren at our Breakfast and After School Clubs whilst meeting the running costs of our settings.

For the purpose of this policy, the term 'parent' or 'parents' refer to those with legal parental responsibility for the child/ren attending our Breakfast and After School Clubs.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association, as well as the school Charging and Remissions Policy.

This policy has been approved by the Local Governing Body of each school, the Executive Head teacher and Heads of School in partnership with the Diocese of Leicester Academies Trust (DLAT) and The CR&W Club staff.

Date Policy agreed: July 2020

Date for Review: June 2021

Opening Hours

Our Breakfast and After School CR&W Clubs operate during term time only for 38 weeks a year.

Breakfast CR&W Clubs

Setting	Monday	Tuesday	Wednesday	Thursday	Friday
Croxton	7-45-8.45am	7.45-8.45am	7.45-8.45am	7.45-8.45am	7.45-8.45am
Redmile	7-45-8.45am	7-45-8.45am	7-45-8.45am	7-45-8.45am	7-45-8.45am

After School CR&W Clubs

Setting	Monday	Tuesday	Wednesday	Thursday	Friday
Croxton	3.15-5.15pm	3.15-5.15pm	3.15-5.15pm	3.15-5.15pm	3.15-5.15pm
Redmile	3.15-6.00pm	3.15-6.00pm	3.15-6.00pm	3.15-6.00pm	3.15-6.00pm
Waltham	3.15-6.00pm	3.15-6.00pm	3.15-6.00pm	3.15-6.00pm	Closed

Bookings

Bookings for all children should be made via The CR&W Booking form and returned to the relevant school office. Booking forms are to be completed in advance for each half term (or part-term if a child joins mid-way through the half term) with the relevant fees.

All bookings must be booked in the following blocks, even if the child leaves early or arrives late. Part-sessions cannot be offered and no discount will be offered if the child does not wish to have a light breakfast or after school snack that is on offer.

Available sessions are:

Breakfast CR&W Clubs

Setting	Charge	Comments
Croxton	£5	Includes 1 hour of care; cereal and toast
Redmile	£5	Includes 1 hour of care; cereal and toast

After School CR&W Clubs

Time	Charge	Comments
3.15-4.15pm	£4.50	Includes a drink and snack

3.15-5.15pm	£9 A light tea available for £1.50	A light tea includes wrap/sandwich, drink and piece of fruit
3.15-6.00pm (Redmile and Waltham only)	£12 £12 A light tea available for £1.50	A light tea includes wrap/sandwich, drink and piece of fruit
4.00-5.15pm Waltham Pre-school children only (3yrs+)	£6.25 A light tea available for £1.50	A light tea includes wrap/sandwich, drink and piece of fruit. An extended session until 6.00pm is available (although not advisable); additional charge will be £3.

If the session you require is fully booked, then a waiting list process will be implemented and we will contact you as soon as an opening becomes available.

Ad hoc sessions can be booked if there is space by completing the CR&W Booking Form. Please note that once ad hoc sessions are booked, parents are committing to pay the fees for these sessions even if circumstances change. If space allows, parents can move an ad hoc session to another day. There will be an additional charge for ad sessions: £1 per hour or part-hour.

Fees Payable

All our schools are now cashless so all fees are payable via Parent Pay within 5 school days upon notification that fees have been uploaded to the system.

Fees will be loaded up half termly in advance on receipt of a completed booking form.

Alternatively, childcare vouchers can be used to pay for the fees as we are currently registered with most of the main childcare voucher providers. Please use your child's name as reference for all childcare voucher payments and contact the School Bursar with any queries.

If your child is in receipt of Pupil Premium, a reduction may be possible by completing the appropriate request form available from the school office.

We are unfortunately not able to offer a sibling discount for multiple siblings attending.

Fees payable will be reviewed annually by the Local Governing Bodies.

Late Collection of your child (ren) – After School Clubs only

It is important that all children are collected on time. Please note that an additional fee of £10 per child will apply at each of our settings for any parent who:

- doesn't inform us that they are running late
- does not show a commitment to collecting their child promptly once we have been notified that they are running late

- is persistently late collecting their child at the end of a booked session, or at the stated closure time for that setting.

If we find that parents are taking advantage of the goodwill of staff, then we reserve the right to increase the fine and/or terminate the child's place at the Club. The reason for this is that we have fixed staffing costs that will incur additional costs to keep the settings open longer than anticipated; for equity, this fee will need to be applied to those who arrive late for a 4.15 or 5.15 pick-up also. All late charges should be paid within 5 days of them being uploaded into Parent Pay.

Late Payment and Non-Payment of Fees Procedure

As small schools with limited funds at our disposal, we expect parents to assist us with the smooth running of our Breakfast and After School Clubs by ensuring that all fees are paid promptly. The Governors reserve the right to terminate the child's placement at our Clubs with immediate effect and instigate debt collection procedures if fees are not paid on time as the school budget is for school time education and not child care.

Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. This is why, as a considerate organisation, we are committed to resolving payment issues in full partnership with parents - please speak to your school Bursar should you be experiencing difficulties in making a payment.

Absence from our Clubs – for example due to illness

All parents are required to contact the school office if their child is going to be absent for any reason.

All Club places booked at the beginning of the half term and ad hoc/late bookings will be payable up to the next half term, even if they are not taken. Due to fixed staffing costs, we cannot offer refunds under any circumstances, including illness.

CREW Club Closures

If our Breakfast and After School Clubs are closed unexpectedly and unavoidably, e.g. inclement weather, no heating/water, parents are still required to pay fees as per the booking form, as the Clubs are still responsible for overheads/running costs. The Clubs will use all reasonable endeavours to remain open or re-open as swiftly as possible, including relocating to alternative premises if this is a viable option. If unforeseen exceptional circumstances prevail, for example a national or local pandemic, we will advise accordingly.

Notice Period

If parents no longer wish their child to attend our Breakfast or After School Clubs, they will be charged for the remaining sessions they have booked for that half term. Completing a booking form for a half term period commits the parents to paying for those sessions.

We reserve the right to terminate the contract without notice in the event of persistent unsuitable behaviour (of a child or parent) that contravenes our Attitude, Behaviour and Discipline Policy and after all attempts to support the individual have failed; or non-payment of fees.

For any further queries about this policy, please contact The CREW Club staff in the first instance.

J V Hopkins
June 2020

