

Wroxall Primary School Extended Schools

Charging Policy

Session Name	Session Times	Charge
Breakfast Club	08:00am-08:30am	£2:00
	08:30am-08:45am	£1:00
After School Clubs	3:00pm-4:30pm	As per termly Booking Form
Chill Club	3:00pm-3:30pm	£1.00
	3:30pm-4:00pm	£2.00
	4:00pm-4:30pm	£3.00
	4:30pm-5:00pm	£4.00

Extended School Clubs are open *term-time only* and are closed on school development days.

Extended Hours Booking Information

Session Club	Booking Information
Breakfast Club	No pre-booking required. Please bring children through main school entrance to school hall to be signed in.
After School Clubs	Booking forms sent out by email to parents every half term.
Chill Club	Booking forms are sent out by email to parents every half term for regular bookings. For casual bookings, please contact the School Office on 852290.

Cancellations

- Non-attendance at After School Clubs will be charged.
- Non-attendance at Chill Club will be charged, unless 24 hours notice is given.

Notice of increase in fees

- If we need to increase prices, we will give notice of one month.

Payment Methods

- The easiest way to pay is online through our 'SchoolMoney' payment service.
- A second payment option is via cheque or cash at the school office. Cheques for sessions should be made payable to Wroxall Primary School.

Payment Terms

- Payments for After School Clubs must be received in advance.
- Chill Club charges must be paid within 15 days.

Collection Arrangements and Late Charges

- Please always let the staffs know who will be collecting your child.
- We reserve the right to impose charges for late collection of children up to £4.00 for every 15 minutes, to cover the additional staff costs incurred.

Late Payment / Debt Collection Policy

- We reserve the right to withdraw your child's place in Extended School Clubs if arrears persist on your account.
- Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

Voluntary Contributions

- These may be requested to cover the cost of some trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received.

Unavoidable Closure of School

- Should school be closed for reasons beyond control, you will not be charged for the sessions affected.

Wroxall Primary School Afterschool Chill Club
Regular Booking Confirmation for 'Spring Term 1' Half Term 2018

Chill Club Charges:	
30 minutes	£1
1 hour	£2
1 hour 30 minutes	£3
2 hours	£4

Child's Name: Year:

Day	Time	Cost
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
TOTAL COST per week		

Authorised adult to collect my child: (Please print)	Name:
	Tel:

Please could you fill in all the information above, sign the confirmation below, and return this letter to the School Office. Thank you.

I confirm the above booking is correct for Spring Term 2018 and understand I will be charged for the sessions unless they are cancelled 24 hours in advance.

Parent/Carer (please print):

Signed: Date: