

# West Haddon Endowed School

## Policy Document

‘Where Happiness Promotes Success’

## OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

West Haddon School Wrap offers before and after school care, five days a week for children who attend West Haddon Endowed C of E Primary School and Nursery. School Wrap follows the primary school term dates (38 weeks per year).

Before school sessions are from 7.45am until the start of the school day. The charge is £5 per child and includes breakfast.

After school sessions are from 3pm (or when the school day finishes) until 6pm. The charge is £12 per child and includes a hot snack.

### Invoicing

Invoices will be sent to parents/carers half termly in advance where possible. Payment is due within thirty days of the date of the invoice.

### Method of Payment

We accept childcare vouchers, BACS payments, cash or cheque. Cheques should be made payable to NCC West Haddon School.

### Outstanding Fees

Should you experience any difficulty in paying your child's fees it is important that you contact the School Office upon receipt of the invoice.

We are happy to make alternative arrangements for parents who are experiencing financial difficulty and this will prevent any undue stress when trying to recover outstanding charges.

<b>Prepared by:</b>	David Rosevear	<b>First Issued:</b>	February 2017
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If the debt remains unpaid after thirty days a further reminder will be sent. Should the fees still be outstanding 14 days from the date of the reminder an administration charge of 5% of the debt will be charged.

At this stage the Governing Body may refuse the debtor any further access to the school facilities until the debt is paid. The Governing Body will decide if the debtor is to be permitted to make further use of the school facilities.

Once this point has been reached and the fees are still outstanding, West Haddon School Wrap reserves the right to offer your child's place to another child on the waiting list. In order to prevent these measures being taken please contact the School Office as soon as possible.

### **Pay and Drop Sessions**

We offer the facility to be able to book a pay as you go service. Notice is required to ensure that we have the space available and payment is required on or before the ad hoc session is due to take place.

### **Late Pick Up Charge**

Should a child be picked up after 6.05pm the parents/carers will be charged £5 per 5 minutes until the child is collected. This late pick up charge is payable on the day of the occurrence.

### **Notice**

We plan our staffing levels and budgets well in advance. In order to be able to do this we require written notice of at least the half term before you wish to withdraw your child. Otherwise fees in lieu of notice will be payable.

### **Refunds**

No refunds are made for sickness or absence.

### **Closures**

In the event that School Wrap is forced to cancel sessions we will endeavour to give as much notice as is reasonably possible. We reserve the right to offer replacement sessions in lieu of refunds.