



Barrowby Church of England Primary School

Charging Policy for Wrap Around Care

1. Introduction

- 1.1 At Barrowby CE Primary School we aim to provide a secure, welcoming, Breakfast and After-School clubs so that children: eat a healthy meal, improve their social skills and are physically active.
- 1.2 The supervisors of the clubs aim to provide these facilities both to support parents' needs and support pupils' education.

2. Charges

- 2.1 In order to provide these clubs it is essential that we charge for attendance at each session. The amount charged will be set in conjunction with consultation from parents and will be of an agreed amount.
- 2.2

Breakfast Club 7.45 am to 8.45 am including breakfast	£4.50
Breakfast Club 8.15 am to 8.45 am	£3.00
After School Club until 4.45 pm	£5.00
After School Club until 6.00 pm including light meal	£9.00
- 2.2 Charges for both clubs will be reviewed on an annual basis and changes to pricing will be communicated to parents at least one term before the change takes effect.

3. Payments

- 3.1 To facilitate any purchases the Breakfast and After-School clubs need to make (e.g. food) it has been stated that bookings and payments for sessions must be made a week in advance through Arbor to secure a place.
- 3.2 All bookings and fees are to be paid by 10.00am on the Friday each week prior to the week they are attending.
- 3.3 If any payments are already made and a booking is secured, and the child is absent from school the payment will not be refunded due to the prior purchase of food and payment of staff.
- 3.4 Any children who have not been collected from school at 3.15 pm will be placed into the After-School Club and parents/carers will be charged the rate of the session their child attends. For example if a child is collected before 4.45 pm the charge will be £5.00 per session and if the child is collected after 4.45 pm and before 6.00 pm the charge will be £9.00 per session.
- 3.5 Last minute bookings will be at the discretion of the head teacher.

- 3.6 If children are dropped off early for their breakfast club session parents/carers will be charged the additional rate for the session their child attends. For example, if a child who is booked to attend the breakfast club 8.15 am session arrives before 8.15 am, the additional charge will be £1.50 per session.
- 3.7 If children are collected late from their after-school session parents/carers will be charged the additional rate for the session their child attends. For example, if a child who is booked to attend the after-school club session until 4.45 pm is collected after 4.45 pm, the additional charge will be £4.00 per session.
- 3.8 Children must be collected promptly at the end of their booked session at 6.00pm. If a child is collected after 6.00pm, a flat late collection fee of £5.00 per child will apply.
- 3.9 Children attending the After-School Club can access the schools' extra-curricular activities after school. Parents should book the After-School club as normal and the children will be accompanied to the provision after their extra-curricular activity has finished.

4. Refunds and Remissions

- 4.1 Payments will only be refunded if a child leaves the school and there are already bookings made.
- 4.2 The cost of the sessions for children of staff who are staffing the provision will be subsidised by the school.
- 4.3 The cost of sessions for children in receipt of pupil premium may be subsidised by the school. Parents should discuss this with the head teacher.
- 4.4 Cancellations made by 10.00am on the Friday of the week prior to the bookings they are cancelling will be refunded.
- 4.5 If the provision is closed then any bookings will be refunded in full. e.g. school closure.
- 4.6 If a child is unable to attend the provision as they have been asked to isolate due to COVID 19 this will be refunded.

5. Charging Policy for Wrap Around Care Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: September 2025

Next review: September 2026