

Extended Services Charging Policy

Tuxford Primary Academy

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Contents

1 Terms of use 3

2 Enrolment and Booking..... 3

3 Payment..... 3

4 Appendix A 5

1 Terms of use

1.1 Breakfast Club and After School Club are open to all children from Reception to Year 6 attending the academy.

2 Enrolment and Booking

To book your child(ren) a place in our extended services, a registration form must be completed. The registration form will be available via Weduc the week before half-term holiday to register your child for sessions for the following term. Due to staffing levels places are allocated on a first come, first served basis. It is a requirement that places are **paid for one month in advance via your child's ParentPay account**. We will always endeavour to accommodate all bookings but due to statutory staffing levels this may not be possible.

3 Payment

Charges will be invoiced in advance on a monthly basis. **Payment is to be made in full by the first day of the month prior to the month they are billed for via your child's ParentPay account** (for example, the invoice for October sessions will be issued early in September and fall due for payment before September 30th). **Failure to pay in full by the due date will mean that your child cannot unfortunately attend the sessions.** Refunds will not be made for any missed booked sessions, please see the paragraph below on charges. Any unexpected or additional sessions that arise during the month must be paid for at the time of booking.

Charges

The current standard daily rate charge is outlined in Appendix A and includes breakfast providing the child(ren) arrive/s before 8.15am. Booked sessions will be charged for, irrespective of absences. We regret that this must be enforced, but it is to ensure essential overheads relating to staffing provision are covered.

The purpose of this statement is to confirm our commitment to.....

Included in the charge

Children will be cared for by the Extended Services Team. Extended Services is provided by the academy and although the children are not in school, we still follow the same **behaviour policy**. Their place may be at risk if their behaviour puts other children at risk of harm. Bullying will not be tolerated. A variety of age-appropriate activities will be available for the children to take part in. We also include quieter options to give the children the opportunity to relax with friends. Older children are also encouraged to complete their homework. A healthy breakfast will be served in the morning sessions before 8:15am. A healthy finger food tea will be served after school. We do not recommend that this replaces an evening meal.

Sessions

Extended services are available Monday to Friday, term time only.

Breakfast club runs from 7:30am to the start of the school day.

After School Club (ASC) runs during term-time only. Session times are as follows:

- end of school to 5:00pm
- and 5:00pm – 6:00pm

Collection after 6:00pm will result in a late collection payment of £20 per child being charged to cover staff and site staff costs.

There is no reduction in payments if you child attends a teacher lead club before joining ASC

Cancellation Policy

Once you have booked a place you are obliged to pay, even if your child(ren) does not attend for any reason, including illness.

If your circumstances change mid-term, we require a minimum of one months' notice in writing to the office that the place is no longer required. Any payment made for a place before notice is given will not be refunded and further payment will be required to complete your commitment to the end of the notice period.

4 Appendix A

Breakfast club charges

£3.50 per session

Free school meals

Children in receipt of Free School Meals are entitled to a free place at Breakfast Club.

Children of governors and staff

The children (who attend the academy) of governors visiting the Academy on governor related activities and the children (who attend the academy) of all Diverse Academies staff are entitled to a free place in Breakfast Club and ASC.

After school club charges

After School Club operates a flat rate charging policy as follows:

From the end of the school day to 5:00pm: £4.00 per child

From 5:00-6:00pm: £2.00 per child

This means that the charge from the end of school until 6:00pm is £6.00 in total per child per night.

Children of active service personnel

The children of active personnel are entitled to up to 20 hours of free access to extended services.

Eligibility criteria

- At least one partner (or single parent) must be serving as an Armed Forces Regular (including Full Time Reserve Service Full Commitment).
- Dependent children aged 4 to 11 must attend school (including home schooled children) and be living with the Serving person for the majority of the time unless separated due to service commitments (deployment, residential courses), or when on serving on unaccompanied assignments overseas involuntarily with the family in the UK. Adopted children, children of long-term relationships and domestic partner children, where they meet the eligibility criteria, are eligible. Where the child is normally resident elsewhere for example with another natural parent or relative, the Service person will be unable to claim WAC funding. Foster children are not eligible, as WAC eligibility is based on Tax-Free Childcare (TFC) criteria set by HMRC, part of the eligibility criteria for TFC is that the parent has responsibility for the child. Fostered children are 'looked after children' and the Local Authority (LA) is responsible for them. The way the LA delivers its responsibility is by employing foster carers, but the LA remains responsible for the child.
- The partner of the Service person must be in paid employment, starting or restarting work within the next 31 days (earning the equivalent of 16 hours at national minimum / living

wage). Both partners must each have an adjusted net income of £100,000 or less per annum.

- The WAC provider must be Ofsted, or equivalent, registered, including schools and childminders.
- A Tax-Free Childcare (TFC) account must be set up with HRMC for each child that Service Personnel wants to claim the funding for.
- The childcare provider must also be signed up to the TFC scheme.
- The Service parent has either an assignment order to a UK based unit or is serving on an unaccompanied assignment overseas involuntarily with the family residing in the UK.

To apply for the funding, Parents have to access the [Discover My Benefits website](#) and complete a form to ensure they meet the above criteria, if they are successful then we believe the payments will be processed in the same manner as Tax-Free Childcare Vouchers (TFC).

I have included the link to the information for you to read in your own time <https://www.gov.uk/guidance/childcare-for-service-children>

Late Collection

Collection after 6:00pm will result in a late collection payment of **£20 per child** being charged to cover staff and site staff costs.

Notice of any increase in charges: We will give one month's notice, in writing to parents, of any changes in charges.