



Charging Policy for Acorns Before and After School Club 2022/23

'Growing Hearts and Growing Minds'

Company No: 8259654 Registered Office: Silverwood Road, Bottesford, Nottingham. NG13 0BS

Approved on:	12 June 2023	Next review due:	12/06/2024
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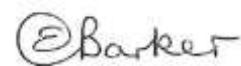


This policy was reviewed and approved on 12th June 2023 by the Board of Trustees.

It will be reviewed next in 2024

A handwritten signature in black ink, appearing to read 'K Allen', written in a cursive style.

Signed by Chair of the Trust Board (Mrs K. Allen)

A handwritten signature in black ink, appearing to read 'E Barker', written in a cursive style.

Signed by Headteacher (Mrs E. Barker)

Bottesford Primary School offers wraparound childcare through its Acorns Before and After School Club. Its aim is to provide a friendly, competitively priced service which is of high quality and is offered in a safe environment.

This Charging Policy sets out the charging structure which will be strictly applied to all children using Acorns Before and After School Club.

For the purpose of this policy, the term 'parent' or 'parents' refer to those who have legal parental responsibility for the child/children attending Acorns Before and After School club.

The guidelines set out by the Department for Education and the statutory position set out in the Education Act 1996 sections 449-462 have been adhered to with respect to their positions on charging for school activities in England.

The following school documents should be read in conjunction with this Charging Policy: Funding Agreement; Articles of Association; Charging and Remissions Policy, Behaviour Policy.

1) Opening Hours

Acorns Before and After School club will operate for 38 weeks per year during term-time only:

Before School Club

Monday to Friday

7.30am to 8.45am to include breakfast.

After School Club

Monday to Friday

Session 1 3.15pm to 5.00pm to include a drink and a light tea

Session 2 3.15pm to 6.00pm to include a drink and a light tea at 4.30pm.

2) Bookings

Bookings for all children must be made through the Parentmail app. Places will be available to book in half-term blocks and bookings will close 1 week prior to the session. Sessions are fixed at the times set out in the previous section and part-sessions or discounted sessions will not be available. For example, if you plan to collect your child at 4.30pm, the session from 3.15 until 5pm must be booked.

If the session you require is fully booked, then a waiting list will be created and you will be contacted regarding a place when it becomes available.

3) Fees payable

All sessions must be booked and paid for immediately via bank transfer or paypal on the Parentmail app. We also accept payment from a range of childcare voucher providers. Childcare vouchers should be paid into the Acorns bank account: sort code **30-93-58** and account no **18023968** using the child's name as reference.

If you are using Pupil Premium funds to pay for your child's sessions please contact the school office so we can allocate this payment correctly.

Fees payable will be reviewed annually by the school's Board of Trustees.

4) Late Collection Fees

An additional fee of £5 for every 15 minutes will be charged for any child/children picked up after 6pm.

If we find that parents are taking advantage of the goodwill of staff, we reserve the right to increase the fine or terminate the child's place at Acorns.

5) Refunds

Refunds for bookings will only be provided in the case of school closure. Refunds will not be provided for families' changes of childcare arrangements, illness or holidays.

6) Notice Period

If parents no longer require their child to attend Acorns Breakfast and After School Club, they will be charged for any sessions already booked for that half term.

7) Behaviour and Non-Payment of Fees

Bottesford Primary School and the staff of Acorns Before and After School Club reserve the right to refuse a booking, without notice, in the event of persistent inappropriate behavior (of a child or parent) that contravenes our school Behaviour Policy; or in the event of non-payment of fees.