

The Willows Fees Policy

This policy should be taken as part of the overall strategy of the School and implemented within the context of our vision, aims and values as a Church of England School.

Rationale

- To clarify the collection of fees for The Willows Breakfast and After-School Club

Bookings

Bookings may be made on a regular basis (e.g. every Tuesday afternoon ...) or on an occasional basis when needed. This could be done in person to the school office or by email or phone.

For all bookings, invoices will be issued every week from the school office.

Due to the ratios of staff to children, occasional bookings should be made with at least 48 hours' notice although we do recognise that this is not always possible. In an emergency, a phone call can be made on the day to see if space is available.

Fees

The cost of the club is as follows:

Breakfast Club	7.30-8.50am	£3.75 per session
After-school club	3.15-5.15pm	£3.00 per hour

Late collection of your child will be charged pro rata, based on the hourly rate (e.g. £1.50 for 15 minutes late £3.00 for 30mins late)

In the event of short term illness or late notice illness, payment will be expected for the session (as we will be unable to fill this space at late/short notice and food will have been bought). Refunds will only be given if more than 48 hours' notice is given of a cancellation.

In case of continuing illness, please contact the Headteacher who will liaise with the school governors. (Payment will be expected at the discretion of the committee.)

Fees may only be outstanding for one month. If payment is not forthcoming within this time period, a formal written reminder will be sent and fees will be expected immediately. If fees continue to be outstanding, unfortunately you will be asked to withdraw your child until fees are brought up to date. Please note that in these circumstances, we may not be able to reserve a place for your child.

Parents/carers who are entitled to certain Tax Credits may be entitled to the Childcare Element of the Working Family Tax Credit when using this provision. For more information, please go to:

<http://www.direct.gov.uk/en/MoneyTaxAndBenefits/TaxCredits/index.htm>

Childcare vouchers can be used as part payment, towards childcare costs. We accept Computershare, Edenred and Busy Bee childcare vouchers. Please speak to the office for further information.

If your circumstances have changed and you feel the need to discuss any aspect of this policy, please speak to the headteacher.