



The Hive

OUT OF SCHOOL CLUB

Payment of Fees Policy

Policy shared with staff on [by email/staff briefing]

Policy confirmed by the Management Committee of The Hive on:

Date: 12th February 2020

Signature: Eugene Renehan

Policy to be reviewed on: February 2021

This policy is written in line with the Christian values and ethos of our school



**WILLIAM LAW OUT OF SCHOOL CLUB
FEES POLICY
2018-19**



Breakfast Club	£4.50 per session £4.00 per session for subsequent children
After School Club	£9.00 per session £8.50 per session for subsequent children

- Fees are payable in full by the 20th of each month in advance. Weekly payments may be made as long as the total amount of the invoice has been paid in full by 20th of the month.
- Preferred payment is via Parentpay.
- Payments can be paid using the BACS payment method and should be made to Sort Code: 77-72-33 Account No. 29630168 by 20th of the month in advance i.e. pay in August for September fees, quoting the child's name and the month/year the fees are for e.g. JonSmith0915
- Cheques are made payable to *William Law CE Primary School*
- Receipts are to be given for session fees where cash or cheque is paid
- If fees are not received by 20th of the month prior to the sessions being taken, those places will not be available.
- All booked places have to be paid for in full even if the child is absent or the place not used.
- Costs are still incurred by the Club and it would be appreciated if you could give as much notice of a child not attending a session as soon as possible by email (osc@williamlaw.peterborough.sch.uk).
- Occasional places are payable **at the time of booking**
- There will be a charge for late collection at the end of the Club session at the rate of £1 for every 1 minute per child after 6.00pm. An invoice will be raised and payment is due within 7 days.
- All parents must contact the Club Manager or Headteacher / Deputy Headteacher if there are any difficulties with payment of fees.
- Places will be at risk of being cancelled if payment of fees are not received when due.
- Records of all fee payments are to be kept by the School.
- If school has had to close for reasons such as snow closure or teacher's strikes, fees will be credited accordingly.
- If your child attends a residential school trip and does not attend the club because of this, then you will not be charged for those days. All other sessions where you take your child out of the club will be charged at full price.
- Two weeks' notice has to be made in writing to the OSC email address for a child to leave the club. If no notice is given, two weeks fees will need to be paid.