



The Hive

OUT OF SCHOOL CLUB

Payment of Fees Policy (Effective from Sept 2023)

Policy shared with staff on 30th March 2023

Policy confirmed by Governors on: 30th March 2023

Signature:

A handwritten signature in grey ink, consisting of several loops and a long horizontal stroke.

Policy to be reviewed March 2024

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



**WILLIAM LAW OUT OF SCHOOL CLUB
FEES POLICY
2023/2024**

Breakfast Club £5.00 per session for all children

After School Club £9.50 per session for all children

- Fees are payable in full by the 20th of each month in advance (irrespective of whether school is open). Weekly payments may be made as long as the total amount of the invoice has been paid in full by 20th of the month.
- Payment is via Parent-pay. Please look for OSC.
- Payments through childcare vouchers, salary sacrifice or tax free childcare scheme, please contact the School with details of how to pay.
- 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.
- Emergency 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 maybe available, please check by emailing osc@williamlaw.peterborough.sch.uk. Payment of these sessions **must** be made before the first session is taken.
- 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, fees will not be charged. 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.