



## **Pudsey Primrose Hill Primary School**

### **Extended Services Charging Policy**

#### **Aim**

The aim of this policy is to set out procedures for charging for extended services activities operated by the school under the management of the Local Governing Board.

#### **Responsibilities**

The Governing Board of the school is responsible for determining the content of this policy and the Headteacher and relevant school staff are responsible for its implementation.

#### **Equality and Inclusion**

We aim to provide working parents with a high quality childcare service, which provides a safe, caring and stimulating environment for children. We are committed to equality, equal opportunities and child protection. All childcare provision is inclusive, we may require additional information from parents in order to ensure suitable provision is in place to meet any additional needs. In this circumstance, parents must contact the Extended Services manager in good time, to discuss any additional provision needs. All childcare facilities that operate from school are offered on a non-profit making basis. Charges cover the costs of staffing, food and resources.

All parents wishing to make use of the childcare services offered by Pudsey Primrose Hill Primary School must strictly adhere to the terms & conditions.

#### **Extended Services Managed by School**

We offer a range of childcare provision from our school which includes:

- Before School Childcare Club
- Nursery Lunchtime Care Club
- Nursery additional sessions
- After School Childcare Club
- Holiday Childcare Club
- Training Day Childcare

#### **Procedures for all childcare**

A registration form which contains the child's details and emergency contact numbers, must be completed and signed by parent/guardian. Each child care facility will have its own terms and conditions which parents must sign and adhere to at all times. It is a parent's responsibility to ensure that the most up to date information is available to school at all times. All parents should provide at least two emergency contacts who are able to collect the child and/or make decisions about the child if contacted during a childcare

session.

### **Before school Childcare Club**

This operates from 7.30 am to 8.45am. Parents must accompany their child into the Breakfast Club where each child must be signed in. Charges should be paid weekly in advance. Parents may wish to pay monthly or half-termly in advance. These options are also available. A complimentary breakfast and a drink is provided. All booked sessions must be paid for.

### **Nursery Lunch Club**

Nursery Lunchtime Care Club operates from 11.30am – 12.30pm each day. All sessions must be booked in advance and are subject to availability. Parents must provide a packed lunch for their child as costs of the session do not include food. Payment for sessions should be paid in advance either weekly, monthly, or half termly in advance. All booked sessions must be paid for.

### **After school Childcare Club**

After school club operates from 3.15 pm until 6.00pm (Monday to Thursday) and 3.15pm – 5.30pm (Friday). On arrival at the Childcare club children will then be given the opportunity to engage in a variety of activities appropriate for their age range. Children will also receive a snack from a daily selection which includes sandwiches, salad, cereal, yoghurt and fruit. All activities and snacks are included in the cost of the childcare. After School Childcare Club should be paid in advance either weekly, monthly or half termly. All booked sessions must be paid for. Any changes to booked patterns must be agreed in advance with the Extended Schools Manager. Availability of places will affect our ability to agree to changes.

### **Holiday Childcare Club**

The Holiday Club will open from 8.00 am and will close at 6.00pm. Half day or full day sessions can be booked. There will be a discount of 10% for a second child in the family using the Holiday Club. Parents/carers must ensure that children are escorted into the club & signed in by a responsible person. Parents must provide a packed lunch for those children who are staying all day as charges for holiday care club do not cover the cost of food. On arrival at the club children will then be given the opportunity to engage in a variety of activities appropriate for their age range. A series of 'activity days' or visits also operate. If necessary, school reserve the right to charge 'extra' for these events order to 'break even.' All booked sessions must be paid for. Payment should be made in advance prior to the start of Holiday Club, but in any case in advance no later than the start of each week that the child attends.

### **Training Day Childcare**

We offer childcare on training days. Childcare will open from 8.00 am and will close at 6.00pm. Half day or full day sessions can be booked. There will be a discount of 10% for a second child in the family using this childcare facility. Parents/carers must ensure that children are escorted into the club & signed in by a responsible person. Parents must provide a packed lunch for those children who are staying all day as charges for training day childcare do not cover the cost of food. All booked sessions must be paid for. Payment must be made in advance of the Training Day.

### **Paying for Childcare**

All payments for extended services should be made through the 'School Money' online payment system which is accessed through the parent section of 'eduspot'. Parents will need to use the password activated by the school. School also accept voucher company payments. The exception to this is the payment method for

Ready Steady Play sessions. These should be paid by debit card either in person at the school office or over the phone by calling the school office.

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of childcare activities operated from school does not place an unnecessary burden on family finances. To this end we will try to adhere to the principles of ensuring that all childcare is offered on a non-profit making basis.

1. A payment schedule is available for each childcare facility we offer. Charges are reviewed annually and a decision to increase charges will be made after taking advice from the Chief Finance Officer and taking account of the cost of salaries, resources and utility bills.
2. We understand that there are times when parents may require alternative payment plans. Any change to payment procedures should be agreed in advance by the headteacher who may seek advice from the Governing Board.
3. In order to ensure that school covers the cost of providing childcare, then charges will be made for all days that have been booked by parents, this includes days that are booked but which a child has not attended due to ill health or changes to parents' working patterns etc. Please note: Days absent through Religious Observance or enforced closure of the facility will not be charged.

This policy has taken account of the document 'A Guide to the Law for School Governors.'

This policy is available on the school website and will be made available to parents of pupils using any of our childcare services. Parents must adhere to the agreed terms and conditions at all times.

**This Extended Services Charging Policy was adopted by Pudsey Primrose Hill  
Primary School on 28/02/2018**

Chair of Governors – Mr G Gibson		
Signature:		
Frequency of review:	3 years	
To be reviewed and approved by:	PPHPS Full Board	
Date of next review:	June 2025	

**REVIEW RECORD**

Date of review	Reason for review	Date of next review
23/03/2021	Agreed review schedule.	March 2024

Name:		Signature:	
-------	--	------------	--

**on behalf of PPHPS Full Board**

Date of review	Reason for review	Date of next review
28/06/2022	Removal of Ready, Steady, Play. Addition of payment expectations for parents. Addition of request for specific information to meet pupils' needs.	June 2025

Name:		Signature:	
-------	--	------------	--

**on behalf of PPHPS Full Board**

Date of review	Reason for review	Date of next review

Name:		Signature:	
-------	--	------------	--

**on behalf of PPHPS Full Board**