

# ST. STEPHEN'S JUNIOR SCHOOL

## Extended Schools

### Breakfast and After School Club

"A safe place to explore imagination, fun and friendship"

### PAYMENT POLICY

#### Fee Structure

##### Breakfast Club

07:30 – 08:45 £6.25

##### Afterschool Club

15:00 – 17:00 £9.25

15:00 – 18:00 £11.00

#### Payment Terms

- Payment of fees (subject to change) are required monthly in advance.
- Invoices will be sent out on the 1<sup>st</sup> of the month and payment must be received by the 10<sup>th</sup> of the month.
- Invoices include any session amendments from the previous month or any balance outstanding.
- **Please note that a separate invoice for Breakfast club and Afterschool club will be sent for each child.**
- If payment is not received by the due date specified a reminder invoice will be issued. Non-payment following this reminder will incur a weekly £15 late payment fee.
- Should non-payment of fees continue we maintain the right to cancel any further sessions, and cancel your child's allocated place within Extended schools.
- Fees can be paid by cash, cheque, BACS or childcare vouchers.
- Payment plans can be put in place at the discretion of the Extended Schools and Finance Managers. However, following a total of 2 broken payment plans, fees will become immediately payable. Non-payment of fees will result in immediate withdrawal of your child's place.
- Special arrangements may be made with the Finance Manager where there is deemed to be any special need or circumstances, such as financial hardship.

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- All booked sessions will be charged for in full other than for cancellations due to sickness or for medical appointments.
- Extended schools reserve the right to withdraw allocated places to those that make payment of fees, but do not regularly attend booked sessions. This will be monitored over a half term period, and one months' notice of cancellation will be given.
- All cancellations must be made directly to the Extended Schools Manager.  
Please do not rely on school staff to report absence to the setting.
- If you would like to cancel your pre-booked sessions we require one month's notice in writing.

### **Charges**

- An administration fee of £20.00 per child will be charged per school year.
- A late penalty fee of £20.00 per 15 minute period, or part thereof, will be charged for late collection.
- A weekly late payment fee of £15 will be charged, per child.
- Extended Schools will give one month's notice of any change in fees charged.

### **Monitoring and Review**

The Finance Manager will monitor and review payments each week and will be responsible for contacting parents when there are any problems. The Finance Manager will then discuss this with the Headteacher and a decision will be made.

It is the responsibility of the Headteachers and Finance Manager to agree, review and monitor the payment policy.