

# Wilbury Primary School

## Breakfast and After School Club Payment Policy

**Payments must be made at least a week in advance via ParentPay.**

Child(ren) will not be admitted to the breakfast and/or after school club unless parents have paid in advance of attendance.

- If the account in arrears the booking will be cancelled until all fees have been paid, and the place will be offered to the next person on the waiting list. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the headship team, and subject to availability.
- To ensure a fair and consistent approach when dealing with late payments for breakfast club and/or after school club two reminders will be sent followed by a phone call stipulating that their child(ren) will not be allowed to attend breakfast and/or after school club until the debt is cleared.
- If the child is booked into either breakfast or after school club and they are absent from school the fees are still payable however, there will be no charge if the child misses due to a residential trip or whole school closure.
- If the child is not collected from the after school club by 5:45 pm, parents will be charged a late fee of £5 per child. The charge will increase by £5 per child every 15 minutes until collection.
- If a parent is experiencing difficulty with payment of their fees they should contact a member of the finance team as soon as possible.
- School reserves the right to terminate the contract immediately in the event of persistent non-payment of fees.

A copy of this policy is available to view on the school website at [www.wilburyprimaryschool.org.uk](http://www.wilburyprimaryschool.org.uk)

All parents and carers are provided with a copy of this policy when their child(ren) are admitted to either or both clubs.

This policy has been agreed and signed by:

Child's Name:	
Parent Signature:	
Date:	

