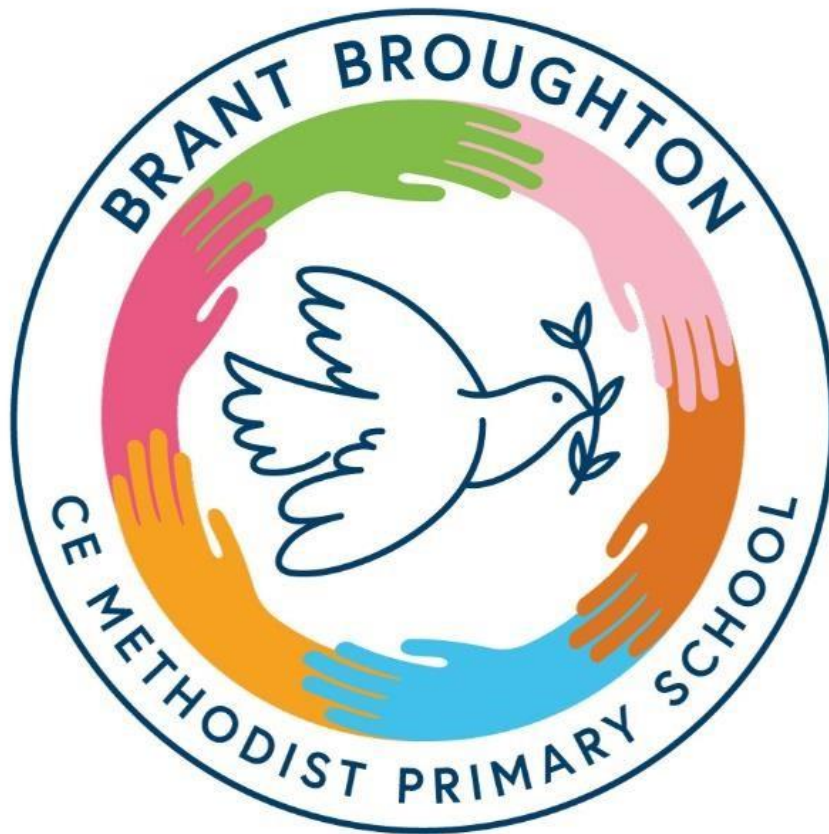


Brant Broughton Church of England & Methodist Primary School



Pay Policy for Wrap Around Childcare

January 2026

Next review date: January 2027

Our inclusive church school celebrates each person and makes sure that everyone is known and valued. An ambitious and engaging curriculum strives to lay strong foundations to prepare pupils for their lives now and in the future. In the spirit of ubuntu (I am because we are) we travel together, discern possibilities and act in hope so that each person flourishes.

Pay Policy for all Childcare

Aim

The aim of this policy is to ensure all staff and parents/carers have a clear understanding of the school's approach to bookings, cancellations and fees for the childcare services provided through section 27 community powers.

As a Church of England and Methodist School, we underpin all of the services we offer our families and children with our core Christian values. We aim to provide affordable childcare in a safe, caring, supervised environment for our pupils throughout the day.

Is it expected that all children attending Wrap Around Care follow the school's Behaviour Policy in these sessions.

Opening Times

Breakfast Club

Monday – Friday: 07.45 – 08.35

After School Club

Monday – Friday: 3.15pm – 5.30pm

Bookings and Fees

If you require regular hours or days, these should be booked in advance on a half termly basis to ensure the correct staffing levels are planned for and to ensure your child's place is secure. Full charges will be made in advance for these sessions, even if your child does not attend due to sickness or personal holidays, unless you have followed the cancellation procedure outlined below.

If your child is accessing regular hours, any cancellations or long-term changes to these hours will require at least one week's notice so we can ensure availability and change staffing levels as required. Failure to do so, will result in full payment for sessions missed.

If you need to make a temporary swap of the days your child attends, at least 48-hour notice needs to be given due to demand and availability. Although we will always try to be accommodating, these changes cannot be guaranteed.

As a school we understand that Wrap Around Care may need to provide occasional places at short notice. Whilst we will endeavour to accommodate all requests it will depend on availability on the day. Short notice bookings will be subject to full payment irrespective of whether or not your child then attends. Full payment will need to be made on the day for adhoc sessions unless you are in a contract with us and then it will be added to your following month's invoice.

In the event of school closure, due to adverse weather conditions or problems with the building (e.g. no heating or water supply), parents will be informed of the closure as soon as possible. If this occurs, the cost of the session will be refunded.

We understand that sometimes changes in circumstances cannot be avoided and we will always be flexible with these guidelines and offer a certain level of goodwill whenever we are able.

Fees

The cost of the clubs are as follows:

- Breakfast Club - £4.00 (breakfast included)
- After School Sessions - £7.50 (drink and snack included) *A discounted price of £6.75 for siblings after the first child at full price.*

Invoicing and Payment

Invoices for all sessions attended will be sent out at the beginning of each month (1st Monday of each month). Invoices will include all fees from the 1st of that month. **Full payment must be received before the 15th of that month.** For example, invoices for sessions attended in February will be issued at the beginning of February, and payment must be received by the 15th February.

Payment

You can make payments by any of the following methods direct to the school office:

- Cheque (payable to Lincolnshire County Council)
- Childcare Vouchers (Sodexo ref 891348, Eden Red ref P21200516, Enjoy Benefits and Tax-Free Childcare vouchers. Please ask if there are others you wish to use).
- BACS

The bank details for setting up payments, are as follows:

Account Name: Lincolnshire County Council

Barclays Bank plc

Sort code: 20-50-39

Account number: 63509095

When paying by childcare vouchers or BACS, the following reference must be quoted:

S21800, followed by your child's initials, followed by the invoice number being paid. For example S21800/JC/13.

Without these references, payment cannot be tracked within the Lincolnshire County Council account and we will be unable to confirm your payment.

In the event of non-payment

If a payment is late, a fee of £20.00 will be added to the amount owed. If non-payment extends over two invoice periods, we reserve the right to refuse to allow your child to attend any further sessions until full payment is received. We will continue to add a late payment fee every month until the bill is settled.

Although we encourage prompt payment, we also recognise that at times parents/carers may experience financial difficulties. We will try to ensure that no child/children or families are penalised should this situation arise. All financial matters of this nature will be dealt with the

utmost sensitivity and consideration in total confidence. If you find yourself in a situation where payment is proving difficult, please speak to the office or directly the Headteacher.