



CHARGING POLICY

1. The first 5 consecutive sessions you are allocated will be your government funded sessions.
2. Sessions are set for the term. Sessions can only be increased termly and only if there is availability. A letter will be sent out advising you of available for additional session. Your request for additional sessions must be returned by the date given on the letter for us to consider this.
3. An additional session is defined as a morning or afternoon as per our session times regardless of child drop off and pick up times, and is over and above their government funded sessions offered.
4. The Lunch Club session is defined as the 1 hour supervised session from 11.30am to 12.30pm. It is a supervisory charge and does not include lunch itself, which is provided by you, unless you choose for your child to have hot school dinners, where an additional charge will be incurred per meal, per day.
5. We accept payments by the following methods:
 - a. Wisepay (on-line Electronic Payment System)
 - b. Childcare Vouchers
 - c. Cheques (Payable to HCC Grove Road Primary School)
 - d. Cash
6. All additional sessions and lunch club sessions allocated for the term will be invoiced half-termly, in the last week of the previous half term for payment in the first 5 working days of the new half term.
7. If payment is not received by the due date a reminder letter will be sent for payment within the next 5 working days. If there is no satisfactory explanation or solution by the end of 5 working days a warning letter will be issued that the sessions will be terminated after 5 further working days and the sessions re-advertised. After the expiry of those 5 days the child will not be accepted for additional sessions or lunch club sessions.
8. Outstanding debts will be brought to the attention of the Governors.
9. If the school is closed you will not be charged for your additional sessions or lunch clubs
10. Absence through personal holiday or sickness during term time will not be refunded.

SCHEDULE OF CHARGES

From 1st September 2013 the following charges apply:

Additional Session	:	£15
Lunch Club Session	:	£5
Hot Lunches	:	£2.05 per meal (set by provider) as at Sep 2014

Reviewed: 4 June 2013