

Shiphay Breakfast & After School Hub

Admissions/Fees and Payment Policy and Procedure – Terms and Conditions 2026-27

Admissions

The Breakfast Hub runs from 7.30am until the start of the school day. The After School Hub runs from the end of the school day until 6.00pm. The hub is available to all children from Nursery (3 years+) to Year 6.

Parent/carer(s) can book sessions via Parent Pay (www.parentpay.com). The required sessions can be booked up until midnight the day before for the Breakfast Hub and up until midday on the day for After School Hub.

Payment is required via ParentPay at the point of booking. We do not accept cash or cheques. If you wish to use childcare vouchers, please ensure these are paid in advance of the sessions.

When a place is paid for and secured, the parent/carer(s) agrees to the behaviour protocol, the level of fees and terms and conditions. It is the responsibility of the parent/carer(s) to ensure that the hubs are kept informed of up-to-date contact details and food allergies and intolerances at all times.

Behaviour Protocol

In our Hub provision, we recognise the importance of effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the Hub, the children will be expected to behave in the same manner as during the rest of the school day, i.e. in accordance with the school's behaviour policy which can be found on the school website: <https://www.shiphay.com/school-policies>.

In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and ensure they understand the consequences of any further such incidents. Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.

Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Hub.

Statement of intent

We aim to ensure that we offer our services to all sections of our community regardless of their socio-economic background. A proportion of childcare costs can be claimed back as part of a family's working tax credit. Childcare vouchers will also be accepted, where appropriate. The charges have been calculated to be non-profit making.

Methods

In order to achieve this aim, the Hubs operate the following policy:

- We open our doors for the full 38-week academic year for five sessions per week for both the Breakfast and After School Hubs, with exception for non-pupil days.
- Our Breakfast Hub will begin at 7.30am and end at the start of the school day, with the last admission at 8.30am. Breakfast is served until 8.15am.
- Our After School Hub will begin at the end of the school day and end at 6.00pm.

- Children can be booked into the After School Hub for the earlier pick-up time of 4.00pm for a reduced rate, however if children are then collected later than this time we will charge the full rate.
- Children can be dropped off later than the Breakfast Hub start time and picked up earlier than the After School Hub end times, however no refund can be given.
- We set our fees according to the community's demands, taking the setting's costs into account.
- We offer information on help with childcare costs and the completion of childcare funding applications.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close Shiphay Learning Academy's Breakfast and After School Hub until the beginning of the following term.

Booked sessional costs

- Each booked Breakfast Hub session will cost **£4.55**.
- Each booked After School Hub session until 4.00pm will cost **£6.75**.
- Each booked After School Hub session until 6.00pm will cost **£9.05**.
- Sessions will be charged at the point of booking. Please make payment via www.parentpay.com.
- Ad hoc sessions may be accepted in exceptional circumstances by contacting the School Office during school hours or by emailing SLAHub@rivieraet.co.uk. **This will depend on spaces being available.**

Payment is required in advance to secure the place at the Breakfast or After School Hub. If a child attends the Hub without appropriate payment being made, we will record this as a debt and follow our debt procedures to collect payment. We reserve the right to and will refuse future bookings of either Hub if there is an outstanding debt.

Children collected late from After School Hub session - costs

Where a child is collected late, after the agreed session ends, there will be a fee payable. This fee is to cover the costs of two staff remaining to care for your child, along with associated rent and utilities costs. This cost is calculated to be £20.00 per 15 minutes late or part thereof. The school will follow its safeguarding policy if concerns about late collection persist.

Absences/Cancellation/Changes

- The Trust will not charge for a Breakfast Hub or After School Hub session where the booking has been cancelled within the applicable cancellation period.
- Cancellations must be made through ParentPay within the following timescales:
 - Breakfast Hub: by midnight on the day before the booked session.
 - After School Hub: by midday on the day of the booked session.
- Once the relevant cancellation deadline has passed, the booking cannot normally be amended through ParentPay and the session will remain chargeable.
- Where a booked session is not attended and the booking has not been cancelled within the applicable cancellation period, the session will remain chargeable.
- Where a parent/carer has not followed the required cancellation process, the session may remain chargeable. Charges for late cancellations and non-attendance will not normally be refunded.
- The Trust may, at its discretion, consider a refund or adjustment in exceptional circumstances. This may include circumstances where the Trust considers it appropriate having regard to the individual circumstances of the case.

- Repeated short-notice cancellations or non-attendance may result in the Trust reviewing or withdrawing access to the Breakfast Hub and/or After School Hub. Where access is withdrawn, the parent/carer will be informed.
- The Trust may review and amend this policy from time to time. Where significant changes are made to the cancellation arrangements or charges, parents/carers will be notified before the changes take effect.

By booking a Breakfast Hub and/or After School Hub session, parents/carers confirm that they have read and agree to these Policy and Procedure Terms and Conditions.