



Head of School Mrs Kate Lee

Shiphay Breakfast and After School Hub Admissions/Fees and Payment Policy and Procedure – Terms and Conditions

Admissions

The Breakfast Club runs from 7.30am until the start of the school day. The After School Club runs from the end of the school day until 6.00pm. The hub is available to all children from Nursery 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 clubs are kept informed of up-to-date contact details and food allergies and intolerances at all times.

Behaviour Protocol

The Clubs recognise the importance of effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the club, 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.

In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and 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 Club.



www.shiphay.com | 01803 613556 | shiphayadmin@rivieraet.co.uk
Shiphay Learning Academy, Exe Hill, Torquay, Devon TQ2 7NF



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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. Where appropriate, childcare vouchers will also be accepted. The charges have been calculated to be non-profit making.

Methods

In order to achieve this aim, the Clubs 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 Clubs, 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 £4.40.
- Each booked After School Hub until 4.00pm session will cost £6.50.
- Each booked After School Hub until 6.00pm session will cost £8.75.
- Sessions will be charged at the point of booking. Please make payment in advance via www.parentpay.com.
- Ad hoc sessions may be accepted in exceptional circumstances by emailing holidayhub@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 refuse future bookings of the either Hub if there is an outstanding debt.



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Children collected late from After School Club session - charges

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. School will follow its safeguarding policy if concerns about late collection persist.

Absences/Cancellation/Changes

- The Trust will not charge for a session where there has been advance notification that the booking has been cancelled.
- To cancel a booking, please email holidayhub@rivieraet.co.uk or call the office on 01803 613556. Cancellation must be made before the session – up until midnight the day before for the Breakfast Hub and up until midday on the day for After School Hub.
- If a cancellation is made verbally to a member of staff other than those in the reception office, you may still be charged for the services.
- If a booked session is not attended and no prior notification was made, a charge will still be raised and this will not be refundable.
- Continued cancellations at short notice may result in the school withdrawing the service.
- The Trust reserves the right to amend its absence and cancellation policy.

By booking Breakfast and/or After School Hub sessions you confirm that you have read and agree to the above Policy and Procedure Terms and Conditions.



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