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 @WhiteknightsPrimary

Whiteknights Primary School

Growing Greatness



Headteacher Mr F Walker

Whiteknights After School Club (ASC) Registration & Charging Policy

Booking and Registration

A booking request form must be completed by all users and is available from the Extended Schools Club Supervisor ('the supervisor') (see Appendix 1). This form, once completed, should be returned to the Supervisor along with the registration form (see Appendix 2). An invoice will then be issued.

Ad Hoc sessions can be booked, subject to availability, with a minimum notice of 24 hours in advance of the session. Ad Hoc bookings will only be accepted from registered users.

Should session changes be required for regular bookings, a booking request form is also required. Changes to regular bookings should be made half termly in advance.

Should places not be available at the time of the booking request, the child/children will be placed on a waiting list (see Admissions Policy).

Fees and Payment

Sessions are charged at £9.50 per child. Charges are per regular session per child (a session is 3.15 to 6.00pm). Once booked sessions are invoiced monthly in advance and must be settled monthly by online payment through Tucasi or by childcare vouchers (details on invoice) within 7 days of issue.

Fees will be reviewed annually by the Whiteknights After School Club. Parents/carers will be provided with a minimum of half a term's notice, by letter, detailing any change to fees.

Invoices for ad hoc sessions will be issued on the day of the session and must be settled within 7 days of issue through Tucasi or by childcare voucher.



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Late Collection Fee

A late collection fee will be charged at the rate of £5 per 15 minutes or part thereof. Invoices for late collections will be issued on the day and must be settled within 7 days of issue through Tucasi or by childcare voucher.

Payment of Invoiced Fees

If a child's fees have not been paid within 7 days of receiving the invoice, and a childcare voucher payment schedule has not been agreed, a verbal reminder will be given to the parent/carer by the Supervisor. If the amount is outstanding within 14 days from the invoice being issued a reminder letter will be issued. If the amount is still outstanding 21 days after the issue of the invoice, a cancellation of membership letter will be issued. The place will then be offered to a child on the waiting list.

Staff will not enter into any negotiation with parents about fees; any request for special terms, etc. will be referred to the Headteacher or School Business Manager.

The ASC will be happy to sign forms relating to the childcare tax credit element of the working families tax credit, however failure to take up places will result in the club notifying the Inland Revenue.

Cancellations / Attendance

Notice to quit must be supplied **half termly** in advance, in writing, by a parent/guardian to confirm intention to cease using the ASC facility.

If any child/children are unable to attend a pre-booked session parents/carers **must** inform the Supervisor in advance. This is to ensure the Club staff have an up to date record of the number of children they are expecting as well as to allow Ad Hoc bookings as appropriate. Any costs incurred regarding staff time or telephone usage in order to locate parents/carers to gain an update on child's attendance will be borne by the parent/guardian.

Session fees are non-refundable, however in the event of school closure a refund will be offered to all users. There will be no refund or reduction of fees for pupils who are absent, attend school trips or residential visits.



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Withdrawal of Facility

The club reserves the right to withdraw the use of this facility in the following circumstances:

1. Should the parents/users contravene any of the conditions contained in the Club's Terms and Conditions after sufficient notice has been served. Sufficient notice constitutes one verbal notification and one written notification.
2. Should any child appear unsettled or unhappy continually during Club sessions.
3. Where it is the opinion of the Supervisor and the Headteacher that the continued attendance would be to the detriment of either the child, other club members or staff.

In such circumstances refund of fees will not be possible.



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