



Extended Schools Provision Booking and Fees Policy

2025-2026

The phrase 'Extended School provisions' comprises Captain Coopers Nursery, Breakfast Club and After School club. This policy provides booking and fee information, set procedures for the payment of fees and a framework for dealing with non-payment.

Parents using the extended schools provision will be made aware of and given access to this policy and any changes made to it. The policy can be found on the school's website and hard copies can be provided on request, at no additional fee.

1. Booking

- 1.1. As a school we support families by offering daily extended provision in all three of our settings. Staffing in each must equate to appropriate, safe levels of supervision for the number and ages of children attending and must adhere to ratios laid out in the DfE's Early Years Foundation Stage Handbook. We must therefore insist that all regular bookings are made in advance for extended services.
- 1.2. Booking must be made in advance for each half term (Nursery) and monthly (Breakfast Club and After School Club): forms should be returned to the office no later than 10 working days before the end of the current half term/month. Your child's place can only be guaranteed if pre booked. Booking forms can be obtained from the office and should be emailed to office@cooperperry.staffs.sch.uk or handed directly to the office.
- 1.3. Once Nursery bookings have been received by school then amendments can only be made at the discretion of the Head teacher. In the out of school clubs one month's written notice of termination or of changes in attendance must be given.
- 1.4. Emergency or ad hoc bookings for provisions will be accepted until 3:30pm of the previous day. Such bookings will only be granted if places are available and the Headteacher's decision is final.

2. Fees

Our aim is to keep fees competitive, whilst raising enough income to cover our running costs. Our out of school clubs must be financially self-sustaining and cannot legally be subsidised by the school budget. Equally any profits made by the out of school clubs must be spent in the setting and cannot be subsumed into the school budget.

- 2.1. Cooper Perry Primary School charges Nursery parents for care provided over their statutory 15 or 30 hour weekly entitlement according to government criteria. Parents must book all the required sessions for each half term in advance.
- 2.2. The price per session in the out of school clubs applies to all children equally and is £5 for Breakfast Club, £4.50 for an After School Club half session (3.30 – 4.30pm) and £10 for an After School Club full session (3.30 – 6pm). Fees are payable for all sessions booked.
- 2.3. If a child is booked for both a full ASC session and an 'in house' and paid for after school sports club, the cost of the sports club will be deducted from the cost of the full session.

3. Payment information

- 3.1. Payments for all booked sessions and for Nursery lunches must be made in advance on or before the first morning of each half term/month.
- 3.2. Payments for short notice requirements are to be made within 7 days of the booking being accepted.
- 3.3. Payments must be made either via Parent Pay, our online payment service, or by workplace voucher schemes. Parent Pay accounts are reviewed on a fortnightly basis. In the event that an account is not in credit then a text message will be sent to parents/carers requesting a payment to be made to return the account to credit immediately. Please contact our administrative team for further information about voucher schemes.

- 3.4. Payments made after the first morning of the half term/month will be deemed to be late. In this instance a text message will be sent to parents/carers requesting immediate payment. If payment is still not received within 5 working days the parent/carer will be informed that they can no longer use the facility.
- 3.5. Unpaid arrears will be reviewed termly by the governing board and official County Council invoices will be issued. Further details can be found in the School Debt Policy.
- 3.6. There is no facility for refunding booked places in our extended provision that are missed due to the child being ill or unable to attend. Exceptional circumstances, such as serious long-term illness of a child, will be considered on a case-by-case basis. The Headteacher's decision about representations for exceptional circumstance refund is final.

4. Additional charges

- 4.1. If a child is collected late they will be cared for by members of staff in the provision but this will incur charges to parents. This incurs a cost which will be passed on to the parents at £5.00 for the first 15 minutes and a further £1.00 for each subsequent five minute period.

5. Difficulty with payments

- 5.1. Any parent/carer suffering financial difficulty, preventing them from making payments in full, must notify school so that their case can be reviewed by the governing board. Individual circumstances will be considered and every effort will be made to minimise disruption to the child's learning (particularly in Nursery) by the creation of personal payment plans. Payment plans will be reviewed at least termly and the School Debt Policy will be invoked if insufficient payments are made within defined timescales.

Signed: _____

Chair of Finance Committee

Date: _____

Signed: _____

Chair of Full Governing Board:

Date: _____