



Care Club Payment Policy

LEADER / CO-ORDINATORS	Mrs K. Haydock Mrs V Barker Mrs J. Farrimond
GROUPS INVOLVED IN DISCUSSION	Headteacher Senior Leadership Team All Staff Governing Body
LINK TO SCHOOL IMPROVEMENT PLAN	Priority 1 and 2 – Quality for Leadership and Management Safeguarding

Introduction and Aims

We aim to cater for the individual needs of every child and to equip them with a better understanding of the world in which they live. We believe that each and every child deserves the very best and that they are encouraged to develop their abilities to the full. Children achieve best through regular attendance at school and the development of supportive relationships between parents / carers and school staff. These are essential in ensuring that every child's needs are catered for and that every child is secure and safe during their time at school and when being collected during the day or at the end of the school day.

Mission Statement

As stated in our school's Mission Statement, our 3 aims are to-

- ~ Have a sense of responsibility and take an active part in serving our world;
- ~ Have a growing understanding of Gospel Values and gather together in prayer and Worship;
- ~ Have a passion for learning and an enjoyment for discovery.

“Hand in Hand,

In the image of Jesus,

We grow together and celebrate who we are.”

The staff of St. Aidan's Catholic Primary School will work to give each child the entitlement of a broad, balanced, differentiated curriculum (irrespective of ability) encouraging in every individual a sense of self-worth and self-esteem. All teaching and learning is underpinned by the school mission statement.

Payment Procedure

Fees are payable:

- In weekly or monthly amounts in advance via direct bank transfer or through the Tax-free childcare scheme. No cash payments will be accepted.
- Fees are subject to annual review by the Governors. Increases will be notified prior to the end of the summer term and will come into effect from the 1st September.
- The Governing body reserve the right to any action they deem necessary to recover any outstanding fees.

Failure to pay

The following actions will take place when payment is not made in the agreed time by the parent/guardian:

- Week 1, Reminder letter to be sent home.

- Week 2, at the discretion of the school the Care Club place could be withdrawn.
- Payments for sessions are payable regardless of attendance, i.e. sickness, holidays in term time and educational visits. Absences should be reported directly to the Care Club staff during session times, or alternatively contact the school office and leave a message.
- Following the termination of your child's place at Care Club, you will only be considered for a re-application to Care Club at the start of the new academic year (September).
- On condition of re-admission to Care Club, parents will be expected to set up a monthly standing order to cover your child's Care Club costs.

Care Club reserves the right to alter the payment terms if any account is not kept up to date.

Late collection

The opening times for Care Club are as follows:

7.45am – 9.00am and 3.15pm – 5.30pm

We understand that on occasion, parents may be late collecting their child and should a child be collected late (after 5.30pm) on the second occasion a late collection charge will be made. This charge is £4.00 for each 15 minute period for which the child needs additional supervision by Care Club staff.

If parents collect their child late more than three times then school reserves the right to withdraw the place.

Care Club reserves the right to alter the collection times of children that are collected late more than 3 times.

Change of sessions

Parents must give four weeks notice of termination of sessions. A proforma is available from the school office or Care Club for this purpose.

Please notify Mrs Barker in the school office if you require additional sessions. Parents must give four weeks notice of any cancellation of any existing sessions. A proforma is available at Care Club or the school office.

Monitoring and Review

We are aware of the need to monitor the school's uncollected children policy, and to review it regularly, so that we can take account of new initiatives and research, changes in the curriculum, developments in technology or changes to the physical environment of the school. We will therefore review this policy every three years, or earlier if necessary.

This policy was last up-dated on	January 2025
Discussed and agreed with Governors	14th January 2025
Formal Review of Policy	January 2028

Signed: _____
Headteacher, Mrs J. M. Farrimond

Chair of Committee

