**TADDINGTON/PRIESTCLIFFE PRIMARY SCHOOL**

**School Lane,**



**Taddington,**

**Nr Buxton,**

**Derbyshire**

 **SK17 9TW**

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**Taddington and Piestcliffe Wrap Around Care**

**Booking & Payment Policy**

1. **Policy Aims**
2. Through the implementation of this policy the school aims to:
	1. Offer consistency of care to children
	2. Offer flexibility to families, parents & carers
	3. Maintain affordable charges whilst ensuring that the clubs remain financially sustainable
3. The clubs provide before and after school care for children attending Taddington and Priestcliffe Primary School.

**2. Booking a Place at Wrap Around Care Sessions**

1. The clubs aim to provide a sufficient staffing level so that all children who require a place can be accommodated
2. Before booking a place, the Registration, Health & Consent Form and the Contract should be filled in and returned to the school office. It is the responsibility of parents to ensure that the information on Registration, Health & Consent Form is kept up-to -date
3. All bookings should be made directly via ParentPay. The system allows parents to book the individual sessions they require for the next 100 days. The 100 day limit is a rolling time frame
4. Children may attend the required sessions on payment of the appropriate fee
5. Same day bookings can only be made for After School Club by calling the school office before 12:00PM. We do not accept same day bookings for Breakfast Clubs

3. Fees

1. Details of the current fee structure are available from the school reception
	1. All fees are subject to regular review by the Headteacher
	2. Parents/carers will be given at least one month’s notice of any change to the fee structure
2. Payment must be made via the ParentPay system at the time of booking

**4. Disputes**

Disputes in relation to this policy will be managed in-line with the school’s complaints process, which is available to view at the school.