



BURGHFIELD ST. MARY'S C.E. PRIMARY SCHOOL CHILDCARE CLUB FEES AND PAYMENTS POLICY

September 2025



Document Control

Document owner:	Headteacher
Member of staff responsible for review and update:	Business Manager
Approver:	Full Governing Body
Committee with oversight:	Resources
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Required on website:	Yes



Document Change History

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Version	Section	Details of Change
15.12.2025	2.2	Section 2.2 rewritten for greater clarity per BM.



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Aim of this policy

- 1.1 The Childcare Club provides a fun and safe place to play, learn and develop during breakfast and after school at Burghfield St Mary's C of E Primary School.
- 1.2 Each year at Burghfield St Mary's C of E Primary School the Childcare budget is carefully planned according to the number of children on roll. The fees we will charge for the year are to cover building rent, insurances, and staff costs along with all the other expenditure. The principle aim of our Childcare Club is to provide a service to local children and families and not to make a profit. Any surplus income generated will be reinvested back into the school. However, this aim can only be fulfilled if we have enough income to cover our outgoings. We will never take any action against a child, including, but not limited to, exclusion or discriminatory treatment, due to parent/guardian's genuine inability to pay fees. We will however pursue parents for full payment of fees if genuine financial hardship is not demonstrated. We aim to collect due fees as efficiently as possible.
- 1.3 A review of our fees and payment policy will be completed annually.
- 1.4 This Policy sits alongside of the school's Charging and Remissions Policy.
- 1.5 To outline and ensure parents understand the terms and conditions when their child attends our Childcare Club in regards to the payments they are required to make.

Terms and Conditions

Payment and Cost.

- 2.1 The Breakfast Club is open from 07:30am to 08:30am and our After School Club is open from 15:15pm to 18:00pm five days a week during term time. On the last day of term school finishes at 2.30 pm and the After School Club will run until 5.15 pm.
- 2.2 All bookings must be made through the parents' school gateway account. Payment is required in advance by debit or credit card. If a parent pays using childcare vouchers or Tax-Free Childcare (TFC), voucher payments must be made at the end of each month to clear that month's childcare club sessions.

In the event that a child attends the Breakfast Club or After School Club without a prior booking, the relevant session will be added to the parent's School Gateway account and payment must be made as soon as reasonable practicable.

- 2.3 If you pay for childcare while you go to work, Universal Credit can pay up to 85% of your childcare costs. This includes breakfast and after school clubs.

If you use this benefit, we can provide an invoice as evidence of payments made for your childcare costs. Please email childcare@burghfield.w-berks.sch.uk and we will be happy to assist you.

- 2.4 If a parent/carer books a child into one of the Extra-Curricular Clubs which finish at 4.15 pm, there will be a charge of £3. This is a separate charge to the After School Childcare Club.



Childcare Vouchers

- 2.5 As the school provides a wraparound care service, we are able to accept these vouchers. Please let us know your childcare voucher scheme provider so we can create an account to accept payments.
- 2.6 The MOD has introduced the Wraparound Childcare (WAC) scheme to help working families with the cost of wraparound childcare. We are able to accept tax-free voucher payments. We can provide invoices as evidence of payments made for your childcare costs.
- 2.7 Please let us know if you are planning to use this/a childcare voucher/WAC scheme as we will need to change your payment method on your school gateway account. We are not able to provide refunds of cash paid prior to entering into the WAC scheme.
- 2.8 In order to utilize your employee voucher/tax-free payments, the following applies:
- Payment using childcare vouchers or tax-free childcare vouchers is available by prior arrangement only as we will need to update your payment method on your school gateway account in advance of the booking.
 - Childcare vouchers and tax-free payments are non-refundable.
 - Please ensure a voucher payment is received by the end of each month to clear your school gateway outstanding balance.
 - Once payment has been received by the school with your childcare vouchers, we will credit that amount on to your school gateway account. For WAC scheme criteria, we will provide an invoice as evidence of payments made for your childcare costs.
 - We are not able to provide refunds of cash paid prior to entering into the WAC scheme.
 - When paying by childcare vouchers, please use each child's full name as the payment reference.
 - Parents are responsible for ensuring that their childcare voucher payment complies with HM Revenue and Customs' rules.

Club Fees

3.1 Daily Charges.

Available Sessions	Pre Booked First Child per Session	Pre Booked Per Sibling (same session as first child) per Session
Breakfast Club 07:30am to 08:30am, Monday to Friday, term time	£5.00	£3.50



After School Club 3:15pm to 6:00pm, Monday to Friday, term time *On the last day of term school finishes at 2.30 pm and the After School Club will run for 2 hours 45 minutes thereafter ending at 5.15 pm	£10.00	£8.00
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These are the rates charged from 1st September 2023. The rates may change at the end of the academic year.

3.2 Refunds.

If a pre-booked session needs to be cancelled, please notify the school via email childcare@burghfield.w-berks.sch.uk by the day before to receive a refund for that cancelled session.

Please notify our school using the same email address if your child is absent, if they are attending a school trip or event, and a refund will be applied to your school gateway account, if requested.

We are not able to provide refunds of cash paid prior to entering into the childcare voucher/WAC scheme.

3.3 Difficulty Making Payment.

The school will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying, and it may be possible to arrange an individual payment plan. However, this must be agreed with the Headteacher (headteacher@burghfield.w-berks.sch.uk), and Parent/Carer in advance. Any family in this situation should contact the Headteacher, at the earliest opportunity to arrange a confidential meeting. Any information will be treated in the strictest confidence.

3.4 Unpaid Fees.

If a voucher payment of fees is not received by the end of each month, a reminder e-mail will be sent to the designated parent/carer which will detail when the payment was due and the total fee amount overdue.

If overdue fees are not paid, the parents/carers will be invited to a meeting with the Headteacher to consider the individual circumstances in order for payment to be made as soon as practicable, which may include the arrangement of an individual payment plan.

If an individual payment plan is agreed but not adhered to the Parents/Carers will invited to a formal Meeting with the Headteacher.

3.5 Closures.

If the school is closed for any reason, i.e. enforced snow closure, there will be no charge for any pre-booked sessions.