

Terms and Conditions of Booking – July 2024



Admission - Once a place has been offered and accepted, registration forms must be completed by parents/carers before a child can start on the date offered. By accepting a place, this is taken as acceptance of our terms and conditions and policies. Policies are available on our website or on request from the school office.

Deposit - A £50 deposit is required on acceptance of a place offered in the **all year round provision**. This will be credited against first invoice.

Payment - Payment is required within 7 days of the date of invoice.

Payments can be made by bank transfers, childcare vouchers or Tax free childcare payments. Please note that we cannot refund any overpayments for childcare vouchers or payments via Tax free childcare account.

Late Payment - Late payments will incur an administration charge of £25.00.

Absence - No refunds can be made for booked sessions that your child does not attend due to sickness, holiday, etc.

Returned Cheques - Cheques returned by the bank will incur an administration charge of £25.00.

Unpaid Invoices – If parents/carers are experiencing financial difficulties, please speak to a member of the office team. Unpaid Invoices, where an agreed payment plan has not been authorised, will be forwarded to the County Solicitor for action.

Late Collection - A late collection charge of £10, for each 15-minutes, will be charged to parents who are late collecting their child.

Inset Days - There will be 5 Inset days a year where both term time and all year round provision will be closed for staff training. Please check the school calendar for the list of dates.

Hot lunches - As our hot meals are provided by a local school, there are no hot lunches available during the school holidays. Therefore children attending the all year round provision will be required to bring a cold packed lunch during the school holidays. Please check the school calendar for these dates. Hot lunches are charged at £3 per lunch and will be charged by invoice. Please note government funding cannot be used against payment for lunches.

Fee Increases - Parents and carers will be provided with 2 months' notice of any fee increases.

Parent Conduct - Aggression or abusive comments, either verbal, written or posted on social media, about the school, pupils, parents/carers or colleagues, including Local Committee Volunteers and Trustees, will not be tolerated and may result in cancellation of your booking.

Bookings for all year round provision (Rainbows):

- Bookings are for 50 weeks of the year.
- We require 2 months written notice to cancel or reduce your booking.
- If you require additional sessions these can be requested and will be subject to availability.
- Extra sessions can be booked subject to availability and will be added to your invoice.
- No refund will be issued for cancelled extra sessions that have been booked.

Bookings for term time only provision (Swans):

- Bookings are for 38 weeks of the year.
- We require 6 weeks written notice to cancel or reduce your booking.
- Extra sessions can be booked subject to availability and will be invoiced if over and above agreed funding.
- No refund will be issued for cancelled extra sessions that have been booked.