



Breakfast Club (BFC)

Admissions and Fees Policy

Our School is committed to providing a fair and open booking and charging system that offers a competitively priced and good value service for our Breakfast Club provision.

Admissions

Parents and carers can apply for a place at Breakfast Club by completing a [BFC Registration and Booking Request Form](#). Provided a space is available we will confirm as soon as possible, normally within 5 school days, if the request is for the current school term. If the request is for a future term then the place will be confirmed as soon as practical, normally prior to the end of the previous term.

The date of the first session will be confirmed once payment arrangements have been confirmed. Regular bookings for ASC cannot be accepted until a Registration Form has been completed.

Fees

We understand that the cost of registered childcare may seem expensive to parent and carers. However, providing a high-quality, safe and stimulating service for children is costly and to ensure the continued high standards and sustainability of the club, it is necessary that parents and carers respects its fees strategy. Sessions can be booked daily, weekly termly or for the whole year. The level of fees is set by the Governing Body/ Headteacher and renewed annually in the light of the school's financial position, its future strategic plans and any other broader economic or social considerations. Current fees can be found in Appendix A.

- BFC fees are charged daily in arrears
- Childcare vouchers are accepted. Details of available voucher schemes are detailed [here](#)
- Outstanding balances should be cleared every short term
- If the fees are not paid on time, the club may notify the parent/carer in writing and request payment by return. An administration charge of £25 may be applied where overdue fees are not cleared within 14 days of a written reminder
- The Headteacher may issue a formal warning to the parent/carer and inform them that their child's place at the club will be forfeit if overdue fees are not paid
- The Governing Body/ Headteacher reserves the right to take legal action, if necessary, to recover any outstanding fees
- If fees are paid persistently late or not at all with no explanation, the club reserves to right to terminate a child's place

Parents/Carers are encouraged to speak to the Business Manager if they have any query about the Charging Policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parent/Carers are strongly advised to arrange a meeting at the earliest opportunity, to avoid jeopardising their child's place.



Appendix A

Breakfast Club Charges from September 2022

Breakfast Club runs from 7:45am – 8:40am. Children must arrive by 8:25am.

1 st Child	£4.20
Siblings	£3.20

After registration further bookings for BFC should be made via your child's Arbor account. If for any reason you cannot book BFC places on Arbor then you can submit a Booking Request using the [BFC Registration and Booking Request Form](#).

If you have any queries regarding BFC please email clubs@st-ebbes.oxon.sch.uk.