After School Club (ASC)

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 After School Club provision.

Admissions

Parents and carers can apply for a place at After School Club logging direct onto Arbor or by completing an ASC 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.

Fees

We understand that the cost of registered childcare may seem expensive to parents 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 respect its fees strategy. Sessions can be booked for each term via Arbor. Regular bookings are made the same day/session combination for every week of a term. The level of fees are reviewed 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.

- ASC fees are due in advance. Where there is an outstanding unpaid balance on an ASC account further bookings may not be accepted without discussion with the SBM.
- Childcare vouchers are accepted. Details of available voucher schemes are detailed here
- 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 forfeited 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 the 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. The School Business Manager can be emailed direct at SBM@st-ebbes.oxon.sch.co.uk. Parent/Carers are strongly advised to arrange a meeting at the earliest opportunity, to avoid jeopardising their child's place.

Appendix A

After School Club Charges from September 2026

Full Session 3.15pm – 6pm

Early Half Session 3.15pm – 4:30pm

Late Half Session 4.30pm - 6pm (NB This is also available from the end of other clubs that finish at 4.30pm)

Regular Bookings

The following rates apply to sessions booked for a whole term or for the remainder of the term where a new booking is received after the beginning of the term.

Full Session	£14.00
Early Half Session	£10.00
Late Half Session	£7.50

One-off/ Non-Regular Bookings

The following rates apply to one-off sessions or any sessions that do not qualify for the rates for booked regular sessions.

Full Session	£20.00
Early Half Session	£15.00
Late Half Session	£12.50

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

If you have any queries regarding wraparound care at St Ebbes please email clubs@st-ebbes.oxon.sch.uk.