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 logging onto Arbor and completing the booking via clubs.

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 and on attendance.
- 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 the right to terminate a child's place

Parents/Carers are encouraged to speak to the School 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.

The School Business Manager can be contacted at SBM@st-ebbes.oxon.sch.uk.

Appendix A

Breakfast Club Charges from September 2026

Breakfast Club runs from 7:45am – 8:40am. Children must arrive by 8:15am.

1st Child	£4.50
Siblings	£3.50

If for any reason you are unable to book BFC places on Arbor, please email clubs@st-ebbes.oxon.sch.uk or call and speak to Jo on Reception 01865 248863.