



Hempsted C of E Primary School

Admissions and Fees Policy

Growing Together in God's Love

Approved by:	After School Club Governor	Date: September 2021
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Last reviewed on:	September 2021
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Next review due by:	September 2023
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Hempsted C of E Primary School's Breakfast and After School Club is registered with Ofsted (as part of Hempsted C of E Primary School's registration) to care for Hempsted School pupils, between the ages of 4 and 11.

Registration

- Parents need to register their child(ren) with the school office. The child(ren) will be added to the online booking system and will be able to attend the Club as soon as an online booking has been made.
- Parents or carers will be given a copy of the Breakfast and After School Club Agreement and Club Rules including details of where to find the Breakfast and After School Club policies.

To book online

- Log onto School Money www.schoolmoney.co.uk
- Click on Clubs
- Book your sessions from the drop down menu (they are offered a week at a time). A separate booking will need to be made for each child.
- Places are limited. If the required sessions are not available online, parents can contact the school administrators as there is some flexibility on places, depending on age range of children attending the session.

Fees

- Fees are charged per session
- Fees are payable in advance, unless paying by a voucher scheme.
- You will be able to pay for your sessions using debit card, vouchers, cheque or cash (cash/cheque payment will need to be brought to the school office – ***cheques made payable to Gloucestershire County Council***).
- There is a charge of £5 per 15 minutes for late collection.
- Fees are reviewed annually by the School and Governing Body. Any queries regarding fees should be directed to the Play Leader.

Finances

- Hempsted C of E Primary School's Breakfast and After School Club's financial procedures are in accordance with Hempsted C of E Primary School's finance policy.