

Charging Policy

Welton Out of School Club is an extended school provision and cannot be subsidised by the school budget.

It, therefore, has to be self-sustaining.

Fees have to cover; salaries, equipment, refreshments, insurance and other related charges.

The Club will implement the following policy at all times.

- All fees are to be paid **in advance** either weekly or monthly.
- Fees will only be credited if children are absent from school due to sickness or are sent home during the day.
- Cancellation or alteration to a booked place must be made **at least 72 hours before** the relevant session, otherwise full payment will be required (we have to apply these charges as staff are allocated according to the number of children booked for a session).
- If a parent/carer is late collecting their child (after 5.45pm) a charge of £5.00 will be made to cover the cost of salaries.
- If a parent is suffering from financial hardship they should contact the school office and the School Business Manager will discuss the matter.
- The Club will give parents/carers 6 weeks notice of increases/changes in fees.
- The Club accepts childcare vouchers and is able to provide information about relevant authorities for parents claiming Working Family Tax Credit.

Members of Staff

Play Co-ordinator
Sylvie Brown

Playworkers
Morgan Lowe
Charly O'Neill
Sarah Drewery
Tracy Shores
Megan Farrow

**A copy of the Complaints Policy and
Procedure is on the school website.**

WELTON OUT OF SCHOOL CLUB



Welton Out of School Club,
Welton Primary School
Elloughtonthorpe Way
Welton, Brough
East Riding of Yorkshire
HU15 1TJ

To book a place or for further information
please contact

Email:

ooscbookings@weltonprimaryschool.com

Tel: 01482 667222