



## INCIDENTAL FEE CHARGES

With effect from 1<sup>st</sup> September 2017

### Occasional extended hours

Item	Usual attendance basis	Charge
Additional attendance 8am to 9am (or part)	Core hours	£7.50
Additional attendance 4pm to 6pm (or part)	Core hours	£15.00
Holiday attendance per day (or part)	Core hours	£55.00
Holiday attendance per day (or part)	Extended hours	£65.00

### Extra curricula activities

Item	Usual attendance basis	Charge
After school club standard per term	Core hours	£56.00
After school club standard per term	Extended hours	£35.00
After school club special per term	Either	Various
School trips	Either	Various

### Change of attendance option

First change within a twelve month period	Nil
Second and subsequent changes within a twelve month period	£75.00 each change

### Cancellation of agreed enrolment prior to start date

Proportion of deposit refunded for cancellation:-

Four months or longer before start date	90%
Between two and four months before start date	50%
Between one and two months before start date	25%
Less than one month before start date	Nil



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### Late collection and early drop off

If children are collected late or are dropped in school early charges are made on the following basis:-

Early arrival	If children enrolled on a core hours basis are left in school before 8.40am
Midday collection	If parents have not telephoned by 11.30am to advise that they will be late or if the child is not collected by 12.15pm
4pm collection	If parents have not telephoned by 3.30pm to advise that they will be late or if the child is not collected by 4.15pm
6pm collection	If the child has not left the premises by 6pm

The charges are:-

Occurrence in a term	Charge
1 <sup>st</sup> time	£5.00
2 <sup>nd</sup> time	£10.00
3 <sup>rd</sup> time	£15.00
4 <sup>th</sup> time	£20.00
5 <sup>th</sup> time	£25.00
6 <sup>th</sup> and each subsequent	£50.00

These charges are cumulative, for example if a child is dropped early once and collected late three times in a term the total charge is £50.00.