



# Carr Infant School

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## Wrap Around Care & Early Years Additional Sessions Payment Policy

July 2024

Approved by	FGB
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## Wrap Around Care and Early Years Additional Sessions Payment Policy

The aim of this Policy is to maximise the receipt of income due to Carr Infant School and uphold transparent and consistent practices in the way income is collected. It is to be read in conjunction with the school's Charging and Remissions Policy.

Carr Infants and Nursery School offers additional chargeable sessions as follows (from September 2024):

### Wrap Around Care

- Before school, children can be dropped off from 7.30am Monday-Friday.
- The cost for before school care is either:
  - Session 1: 7.30am – 8.45am, £3.85 to include a breakfast of cereal and/or toast.
  - Session 2: 8.20am – 8.45am, £1.55 to include a piece of toast.
- These start times are subject to review depending on demand.
- After school, children can stay for either of the 2 optional sessions:
  - Session 1: 3.05pm – 6.00pm, £9.25 to include a snack.
  - Session 2: 3.05pm – 4.15pm, £3.85
  - Nursery Session: 2:45 – 3:05, £1
- Places should be booked in advance for the term (pre-booking deadlines will be communicated to parents/carers in advance for the next term).
- Fees for the term will be payable in advance and payments will usually be requested through the Parent-Pay system. Payment via childcare voucher/tax account accepted.
- Additional ad hoc sessions may be booked at short notice if there are places available. Fees for these will be added to Parent-pay and parents/carers will be asked to pay any fees owing by the end of the month of billing.

**Commented [JC1]:** Seems fair/comparable to other schools.

### Additional nursery sessions

- For children accessing 15 hours funded places there is the option to add additional sessions
- Extra sessions are in blocks of 3 hours, PM only
- The cost for each additional 3 hour session is £15.00
- Any combination of extra sessions can be booked
- Sessions should be booked in advance for the term (pre-booking deadlines will be communicated to parents/carers in advance for the next term).
- Fees for the term will be payable in advance and payments will usually be requested through the Parent-Pay system. Payment via childcare voucher/tax account accepted.
- Additional ad hoc sessions may be booked at short notice if there are places available. Fees for these will be added to Parent-pay and parents/carers will be asked to pay any fees owing by the end of the month of billing.
- Where there is more demand than places available, priority will be given to children due to start Reception the following September, and then on a first come first served basis.

A signed booking form must be received, by the school office, to secure any booking. In signing the booking form the parent/carer agrees to the outlined terms and conditions of payment.

Charges will be reviewed at least annually.

All pre-booked sessions will be chargeable unless there are exceptional circumstances, subject to agreement with the Headteacher.

Refunds will not be given for any pre-booked places/sessions not taken.

The payment procedure for both wrap around care and additional nursery sessions is as follows:

1. Pre-booked sessions for the term will be billed at the start of each term, payable within 7 days of receipt.
2. Ad-hoc sessions will be billed monthly, payable within 7 days of receipt.
3. If the balance is not paid within 7 days of receipt, the parent/carer will be sent an email reminder by the school office, requesting that payment is made as soon as possible.
4. If the balance is not paid within 7 days of the reminder, a letter (letter 1 – see appendices) will be sent to the parent/carer, requesting that the total is paid as soon as possible, and explaining that if the debt remains unpaid it will be referred to the County Court Money Claims Centre.
5. If the balance is still not paid within 7 days of receipt of letter 1, a telephone call will be made to the parent/carer requesting payment of the balance with immediate effect and to discuss a payment plan.
6. If the balance still remains unpaid following the telephone call, a further letter (letter 2) will follow from the headteacher, requesting that the parent/carer contacts school to arrange a meeting to discuss the debt, and advising of the date when the debt will be referred to the County Court Money Claims Centre.
7. Once all attempts to collect the outstanding payment have been exhausted and no payment plan or meeting with the parents/carers have been made, the matter will be referred to the County Court Money Claims Centre.
8. Where a balance is overdue, no additional sessions may be booked or provided until the parent/carer has made full payment.
9. Carr Infant School will respect the privacy of the debtor and keep records in accordance with the schools Privacy Notice and Data Protection Policy. Information relating to debts will be kept confidential by employees and school governors at all times.
10. Each instance of debt will be judged on an individual basis taking into consideration the nature of the debt and circumstances of the family involved prior to agreeing to the recovery route.
11. All recovery action will take account of any relevant legislation and guidance. Carr Infant School will operate within a framework and ethos that is sensitive to family circumstances to avoid families accruing large debts.

12. If the debt is pursued through the County Court Money Claims Centre, interest and administration costs incurred may be recovered in addition to the debt. Details of these amounts will be clearly set out in the letter of claim.

13. Authorisation to write off the debts is subject to the following limits:

Under £300	Headteacher
£301 - £999	Governing Body
£1000 and over	CYC Chief Finance Officer

Should it be necessary to refer a debt to the CYC Chief Finance Officer a report should be prepared that outlines the reason for the proposed write off and the actions already taken to try to recover the debt. In the first instance this should be sent for the attention of the ACE Finance Manager, by email to [schools.business@york.gov.uk](mailto:schools.business@york.gov.uk).

14. All complaints will be dealt with promptly through the school's complaint procedure.

## Appendices

### Letter 1

Date

Dear

**Wrap Around Care/ Additional nursery sessions payment outstanding for <insert month>**

We have not yet received payment of<insert amount> for <insert name of child's> attendance at **Wrap Around Care/ Additional nursery sessions** in <insert month/term>. As requested on the statement sent home with your child on <insert date of statement>, payment was due on <insert date 7 days after statement>, in line with payment policy (a copy of the policy is available on the school website or from the office).

I would be grateful if you could arrange to pay this amount ideally via ParentPay, or by cash or cheque to the school office, as soon as possible.

**I must advise you that failure to settle this outstanding amount will result in your debt being referred to County Court Money Claims Centre, but hope that this will not be necessary.**

If you would like to discuss this matter please do not hesitate to contact me. The school is keen to provide any support it can to try and resolve this matter as quickly as is possible.

Yours sincerely



Dr James Canniford  
Headteacher

## Letter 2

Date

Dear

**Wrap Around Care/ Additional nursery sessions payment outstanding for <insert month>**

Further to the statement issued on <insert date> and the subsequent letter and telephone call, we have still not yet received payment of <insert amount> for <insert name of child's> attendance at **Wrap Around Care/ Additional nursery sessions** in <insert month>.

We would like to invite you to come into school to discuss the matter further and see how we can proceed with payment of this outstanding amount. We are keen to provide you with any necessary assistance and support to help resolve this as quickly as possible. Please contact the School Office for a suitable time to come in and discuss a payment plan prior to <referral date to CYCC>, when the matter will be referred to York County Council. I hope however that referral will not be necessary.

If you would like to discuss any of the above, please do not hesitate to contact me or the School Office.

Yours sincerely



Dr James Canniford  
Headteacher