



## **Ashlands Primary School Saplings Access and Charging Policy**

*"Where every child has the right to shine"*

The Before and After School Provision at Ashlands is known as Saplings. It is under the jurisdiction of the Ashlands Primary School Governing Body. Donna Russell is the Headteacher of Ashlands and Mrs Deborah Burnell is the Saplings Leader.

### **1. Access to Saplings**

All children who attend Ashlands Primary School – nursery up to Year 6 – are eligible to attend Saplings and are automatically registered as club members, they can be booked in as frequently or infrequently as parents and carers require.

All bookings and payments are made via the Arbor, the parent communication and portal. We do not accept cash payments.

### **2. Opening Times**

Saplings is open in the morning from 7:30am – 9:00am and after school from 3:30pm until 6:00pm.

There are different booking options available to parents, prices for the current academic year can be found on the school website.

#### **Morning Session Options**

**7.30am – 8.55am** This option includes breakfast

**8.15am – 8.55am** A later drop off with no breakfast

#### **After School Session Options**

**15.30pm – 16.00pm** A drink and a piece of fruit or biscuit is available for children during this time.

**15.30pm – 16.45pm** Snack and the option of a club is available.

**15.30pm – 17.30pm** Snack, the option of a club and then staying until 17.30.

**17.30pm – 18.00.** An additional charge is added for children who stay until 18.00.

### **3. Fees, payments and collections**

Fees are reviewed annually and normally come into effect at the start of the Autumn Term. They can be found on the school website.

- Childcare which includes 1:8 adult child ratio for children up to the age of 7 and no less than 2 further carers for older children.
- Breakfast or snack tea are provided for the children. The menu changes and rotates through the week to ensure variety. Different food options are available depending on the session booked:
  - Breakfast is provided for children booked on the 7.30am breakfast session.
  - A snack tea is provided for the children booked on the 4.45pm or 5.30pm session (including staying until 6.00pm).
  - Fruit and a drink of water are offered to children who are booked on the 4.00pm session.
- Children booked into Saplings can take part in a range of clubs that change throughout the year.
- Materials for Art, model making etc.; access to age-appropriate games and books and toys.
- Access to timetabled clubs running on each night. We run different clubs each night and publish a timetable each ½ term.
- Supervised access to other areas of school, including the field and the playground, when and where appropriate.
- On a Friday Night, which is Movie Night, screenings of appropriately certificated films.

### **Payment and Collection of fees**

Payment of session is at the point of booking on Arbor, the schools electronic communication and payment system. If you wish to pay using childcare vouchers or for any other queries please email the school office.

**Please note:** - Nursery Funding may be used for attendance at Saplings. Please contact the school office for details if this applies to you.

If, due to circumstances beyond our control, Saplings cannot operate at any time, fees are not charged.

Refund notice for cancellation of pre booked sessions is 48 hours. Sessions cancelled with less than 48 hours' notice will be charged for.

### **Cancellation due to illness**

Pre-booked places are still charged even if a child does not attend. This includes days when a child is absent from school.

There is no charge if a child is on a school trip, or representing the school in a sporting event, it is the parents' responsibility to inform Saplings by email if this exception applies.

### **Booking Window and Admin Fee**

Parents can book sessions for the following day:

- Up until 3.30pm on the previous day for an AM session the following day.
- Up until 7.30am on the day for the PM session.

Parents should make every attempt to book their sessions before the booking window closes as school is required to maintain staffing ratios as well as making sure that there is enough food prepared for the session.

School will always endeavour to accommodate late minute changes this may not always be possible due to staffing ratios. School reserves the right to charge an administrative fee where a parent regularly requests that the office make bookings on their behalf due to missing the booking window closure and / or session amendments.

## **Non-payment of fees**

If debt is accrued, we will contact the parent to request payment. If payment is not made, we will invite parents to a meeting to discuss.

- a. Arrangements to be made by to pay the outstanding debt in full.
- b. Arrangement of a payment plan i.e. an agreed amount to be paid at set times.
- c. Withdrawal from Saplings until debt is either cleared or to an acceptable level by parents and school.

Where there is no explanation for late payment and/or telephone calls and or letters are not responded to, Ashlands reserves the right to refuse entry to Saplings.

If parents are having difficulty making payments for Saplings and would like to discuss a payment plan, we ask that they contact the school office to arrange a meeting as soon as possible. At this meeting we will endeavour to agree a payment plan that the parent can adhere to that will clear any outstanding debt whilst not accruing further debt.

Should an account be in credit and the child no longer attends Saplings or is leaving school a refund may be made if a request is made to the office. Refunds of Childcare Voucher payments or for Funded Hours not used is not possible.

## **4. Complaints**

Ashlands have adopted the Moorlands Learning Trust Complaints Policy that can be found [here](#)  
[Moorlands Learning Trust - Trust Policies](#)

## **5. Contact Details and Further Information Links**

Information regarding Saplings Before and After School Club can be found on the Saplings page of the school website:

[Saplings Before & After School Club - Ashlands Primary School.](#)

Any queries should be emailed to [office@ashlands.mlt.co.uk](mailto:office@ashlands.mlt.co.uk)

Alternatively, you can ring the main school number on 01943 609050 and speak to a member of the school office.

**Review interval:** Annually

**Last reviewed:** December 2023

**Next review:** December 2024 (currently under review and due to do to Governors January 2025)