



Swan Club

Hampton Hargate Primary School

Admission & Fees Policy

Date: DECEMBER 2023
Review date: SUMMER 2024

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. As a Dyslexia Friendly School, we understand the importance of pupils acquiring literacy and numeracy whilst promoting a broad and balanced curriculum, accessible to all. We recognise that different children's needs are met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the relevant section of **myconcern®** which is available online.

Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Admissions

When a parent/carer contacts Swans Club enquiring about a place for their child, they will be given all the relevant information they require and informed of whether there is currently a place available for their child.

If a suitable place is available the parent/carer must agree to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment and they will be asked to complete the on-line registration to confirm their child's place.

At the time of registration, the child's attendance days will be booked. These may, subject to place availability, be changed temporarily and for 'one off' occasions but parents must agree this with the Manager in advance of the session.

Once the child's attendance days have been confirmed by Swans Club, parents will be liable to pay for the sessions, from the agreed start date, **even if the child does not attend.**

Parents must give one month's notice, in writing, of any permanent changes to the days their child attends Swans Club or to cancel their place.

We reserve the right to terminate a child's place with immediate effect if a parent, carer or child displays abusive, threatening or inappropriate behaviour of any kind or defaults on payment of invoice.

Waiting List

To ensure that admissions to Swans Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a place available, Swans Club's waiting list procedure will be explained.

The waiting list will be maintained on a 'first come first served' basis except when the need arises for safeguarding and this will be at the HT discretion.

When a vacancy at Swans Club becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.

Fees

The level of fees will be set by the School's Governing body and reviewed annually.

Payment is due from the agreed start date, even if the child is absent / unable to attend.

Payment of fees should be made monthly, by the 25th of the month for the following month's sessions.

If payment is not made by 25th of each month, the child's place may be withdrawn.

When a place is withdrawn, because of payment arrears, it will **not** be reinstated once the account is cleared.

If a parent defaults on payment we reserve the right to instigate the necessary legal action.

Parents/carers are encouraged to speak to the Manager if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Swans Club.

Swans Club closes promptly at 6pm and, therefore, parents should aim to arrive by 5.55pm.

Parents will incur additional costs of £15 per quarter of an hour, or part of, if their child is not collected on time (by 6pm).

Parents are advised that no fees will be reimbursed unless the school/club is closed for the safety of the children (e.g. snow days).

This policy will be reviewed annually.

Review date: Summer 2024

This policy was adopted by the Swan Club Management Committee