



Park Road Academy
Primary School
The Club Admissions
and Fees Policy



This policy outlines the admissions process and fee structure for the School Breakfast, Afterschool, and Holiday Clubs. These clubs are designed to provide students with a safe and enriching environment outside regular school hours. The policy aims to ensure transparency, fairness, and effective communication with Parents/Carers

Admissions Process for Club

- **Registration for Club:**

In the Summer term, Parents/Carers will receive information about the Break and Afterschool Club provision requirement for the next academic year. An online registration form will be provided, allowing parents/carers to express their interest and provide relevant details.

Enrollments will be accepted on a first-come, first-served basis, subject to availability.

- **Ad Hoc Bookings:**

Ad hoc bookings will be accommodated based on availability. Requests for ad hoc attendance should be submitted at least 48 hours in advance

- **Late and In-Year Admissions:**

Late and in-year admissions will be considered based on space availability. Parents/Carers should contact the Club Coordinator to inquire about openings.

nurseryandclubadmin@parkroadacademy.co.uk or complete the in-year request form.

- **Waiting Lists:**

If all available spots are filled, a waiting list will be established. Parents/Carers will be notified of when a position comes available, these places will be offered on a first come first served basis.

Club Sessions and Timings

- Breakfast Club: 7:45 a.m. – 8:30 a.m.
- Afterschool Club: 3:15 p.m. – 6:00 p.m.

Fees and Payment

- **Monthly Fees:**

Club fees are payable on a monthly basis. Balances will be updated via Arbor at the beginning of each month and should be settled by the 15th of the month. **The first September invoice is due for payment by the 1st August, due to the summer closure.**



- **Payment Methods:**

Fees can be paid through our online platforms, Arbor and Childcare Voucher or Tax-Free Childcare. Payments for The Club, Holiday Club, Into the Wild, or Nursery fees are made separately and not combined into a single transaction.

- **Late Collection Charges:**

A charge will apply for late collection beyond the specified session end time. The late collection charge will be invoiced to the Parents/Carers via Arbor. (Please read our Uncollected Child Policy for details)

- **Changes and Cancellations:**

Changes to enrolment or cancellations should be communicated in writing/email, to the Club Coordinator. Please provide at least one month's notice for any cancellations to avoid incurring fees. A nominal administration fee will apply to any changes or cancellations made.

- **Refunds:**

Refunds for missed club sessions due to illness or unforeseen circumstances will not be provided. However, if the club cancels a session, a refund or credit will be issued.

- **Late Payment:**

If payment is not received by the due date of the 15th, a reminder will be issued. Should the fees remain outstanding for one week beyond this due date. The school retains the authority to temporarily suspend club services until the outstanding payment is settled. Additionally, a late fee of £10.00, will be incurred for each subsequent week during which the fees remain unpaid. If payment is not received within 14 days of the due date, your account will be referred to the Headteacher. (Please read the Schools Charging and Remissions Policy)

Holiday Club Specifics

- **Holiday Club Bookings:**

Parents/guardians will receive information about Holiday Club sessions before each holiday period. Registration and payment deadlines will be communicated.

- **Holiday Club Sessions and Timings**

9 a.m. – 3.00 p.m. & 7.45 a.m. – 5.30.p.m



- **Session Changes:**

Changes to Holiday Club sessions will be accommodated based on availability until the specified deadline. After the deadline, changes will not be possible.

- **Cancelled Sessions:**

Cancelled Holiday Club sessions after the specified deadline will not be refunded.

- **Late Payment:**

Payment is due by the date advised prior to the end of term. If payment is not received by this date, a reminder will be issued. Without payment in advance of the start of the Holiday Club period, your child will be unable to attend. (Please read the Schools Charging and Remissions Policy)

Late Collection Charges:

A charge will apply for late collection beyond the specified club session end time. The late collection charge will be invoiced to Parents/Carers via Arbor. (Please read our Uncollected Child Policy for details)

- Holiday Club lunches are to be booked alongside your session booking. There will be a 50 pence addition charge per day, if lunches are not booked prior to the Holiday Club booking closing date.

Financial Assistance:

Families facing financial difficulties are encouraged to contact the Headteacher to discuss available options and potential support.

Holiday Club operates outside of school term time. Please see the school website for dates.

Reviewed

Mrs S Breen - August 2025

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