



The Club Admissions and Fees Policy





This policy outlines the admissions process and fee structure for The Club (Breakfast Club, Afterschool Club and Holiday Club). The provision is designed to provide children with a safe, enjoyable and enriching environment outside of normal school hours. This policy aims to ensure transparency, fairness and effective communication with Parents/Carers.

Admissions Process for The Club

Registration for The Club

During the Summer Term, Parents/Carers will receive information regarding Breakfast Club and Afterschool Club provision for the following academic year. An online registration form will be provided to allow Parents/Carers to express their interest and provide relevant information.

Places will be allocated on a first-come, first-served basis, subject to availability.

Ad Hoc Bookings

Ad hoc bookings may be accepted, subject to availability. Requests should be made at least 48 hours in advance. An additional charge of £5 will apply on top of the standard session fee for all ad hoc bookings.

Late and In-Year Admissions

Late applications and in-year admissions will be considered subject to availability. Parents/Carers should contact the Club Coordinator at nurseryandclubadmin@parkroadacademy.co.uk or complete an in-year request form.

Waiting Lists

Where all available places have been filled, a waiting list will be maintained. Parents/Carers will be notified when a place becomes available, and places will be offered in the order requests were received.



Club Sessions and Timings

Breakfast Club

7:45 a.m. - 8:30 a.m.

Afterschool Club

3:15 p.m. - 6:00 p.m.

3.15 pm – 5.30 pm on Fridays only

Fees and Payment

Monthly Fees

Fees are payable monthly. Invoices will be issued through Arbor at the beginning of each month and must be paid by the **15th of the month**.

Please note: The September invoice must be paid by **15th August**.

Payment Methods

Payments can be made using:

- Arbor
- Childcare Voucher Schemes
- Tax-Free Childcare

Payments for The Club, Holiday Club, Into the Wild and Nursery provision are processed separately and cannot be combined into a single payment.

Late Collection Charges

A charge will apply for late collection beyond the specified session end time. Any late collection charge will be invoiced through Arbor.

Please refer to the Clubs **Uncollected Child Policy** for further details.



Changes and Cancellations

Any changes to bookings or cancellations must be submitted in writing via email to the Club Coordinator at:

nurseryandclubadmin@parkroadacademy.co.uk

A minimum of **half a term's written notice** is required for any cancellation or reduction in booked sessions. Charges will remain payable until the end of the relevant half-term period.

Examples:

- If notice is given during **August**, fees will remain payable until the **October Half-Term break (23 October 2026)**.
- If notice is given during **Autumn Term 1**, fees will remain payable until the end of **Autumn Term 2 (18 December 2026)**.
- If notice is given during **Spring Term 1**, fees will remain payable until the end of **Spring Term 2**.
- If notice is given during **Summer Term 1**, fees will remain payable until the end of **Summer Term 2**.

An administration fee may be charged for booking amendments or cancellations.

Refunds

Refunds will not be issued for missed sessions due to illness, family holidays or other personal circumstances.

Where the school cancels a session, a refund or credit will be applied to the account.

An administration charge may apply to refunds. Please contact nurseryandclubadmin@parkroadacademy.co.uk for further information.

To minimise administration costs, Parents/Carers should ensure that payments are made for the correct amount only. Refunds resulting from overpayments or incorrect payments may be subject to administration charges. Refunds of overpayments made through Tax-Free Childcare will incur a £25 administration fee. Refunds of overpayments or incorrect payments made via Arbor will incur a £5 transaction charge.



Late Payments

If payment is not received by the due date of the **15th of the month**, a reminder will be issued.

If fees remain outstanding one week after the due date:

- The school reserves the right to suspend access to The Club until payment has been received.
- A late payment charge of **£10.00 per week**, will be added to the account while fees remain unpaid.

If payment remains outstanding for **14 days after the due date**, the account will be referred to the Finance Manager.

Please refer to the school's **Charging and Remissions Policy** for further information.

Holiday Club Specific Arrangements

Holiday Club Bookings

Parents/Carers will receive booking information prior to each holiday period. Booking deadlines and payment dates will be communicated in advance.

Holiday Club Sessions and Timings

Standard Session: 9:00 a.m. - 3:00 p.m.

Extended Session: 7:45 a.m. - 5:30 p.m.

Session Changes

Changes to Holiday Club bookings may be accommodated, subject to availability, up to the advertised booking deadline. After this date, changes may not be possible.

Cancelled Sessions

Holiday Club sessions cancelled after the published booking deadline will not be refunded.



Holiday Club Payment Deadlines

Payment must be received by the date communicated before the end of each term.

If payment is not received by the specified date:

1. A reminder will be issued.
2. Children will be unable to attend Holiday Club until payment has been received.
3. Late payment charges will be applied from the stated due date in accordance with the school's Charging and Remissions Policy. A charge of £10 per week will be added to any outstanding balance until payment is received.

Please refer to the school's **Charging and Remissions Policy** for further details.

Holiday Club Late Collection Charges

A charge will apply for late collection beyond the advertised session end time. Charges will be invoiced through Arbor.

Please refer to the Clubs **Uncollected Child Policy** for further details.

Holiday Club Lunches

Holiday Club lunches must be booked at the same time as session bookings.

An additional charge of 60p per day will apply for lunches requested after the Holiday Club booking deadline.

Financial Assistance

Families experiencing financial difficulties are encouraged to contact the Headteacher in confidence to discuss potential support and any assistance that may be available.



Additional Information

Holiday Club operates during school holiday periods only. Please refer to the school website for current dates.

Please note that after-school clubs will not operate on the final school day before the Christmas holiday period or on the final day of the academic year. Parents/Carers should make alternative childcare arrangements for these dates. Any booked sessions that fall on these days will not be charged.

For further information, please contact: nurseryandclubadmin@parkroadacademy.co.uk

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