



## Stedham Primary School

### Wrap Around Care Fees and Charging Policy

Reviewers: Full Governor Body  
Date Approved: November 2025  
Next Review: July 2026

#### **Stedham Primary Wrap Around Care Charges**

Stedham Primary School aims to provide affordable, high quality Out of School provision, which meets the needs of families, while ensuring that the service remains financially viable.

##### **Attendance:**

The Out of School Club provision can be booked for regular or occasional attendance. Bookings can be made up to 24 hours before Breakfast Club and before 2pm on the day of attendance.

##### **Cancellation:**

If parents wish to cancel their child's booked place, we request that you do this via the My Child at School App MCAS app before 2pm on the day of attendance. If you need to cancel after this time we will try to accommodate requests but cannot guarantee a refund.

##### **Fees and booking:**

Fees are payable at the time of booking and must be made via the My Child at School App. We are unable to accept any other forms of payment. Please ensure your account remains in credit to avoid difficulty booking further sessions. You must collect your child on time; you may incur additional costs if they are collected late.

Any child who attends after school wrap around care and has not been booked in by 2pm on the day of attendance will be charged a premium of £5 in addition to the wraparound session cost. They may be placed within wraparound care or a teacher run club wherever availability can be found.

There may be occasions when things need to change at short notice. In this instance, please contact the office who will be able to advise you of your options.

**Tax Free Child Care:**

Stedham CE Primary School is a registered provider with the governments Tax Free Childcare Scheme. <https://www.gov.uk/tax-free-childcare> For those eligible please add the school to your child's list of providers and provide the school with their unique reference number. When transferring funds to the school please email [sbm@Stedham.w-sussex.sch.uk](mailto:sbm@Stedham.w-sussex.sch.uk) with your child's name, amount and date of payment so that we can add the correct amount of credit to your MCAS account.

The current fees are listed below and will be reviewed on an annual basis. At least half a term's notice will be given for any fee increase.

Session Details	Session Time	Full Price
<b>Breakfast Session</b> Monday to Friday	8am to 8.45am (includes breakfast)	£3.00
<b>After School Wrap Around Care</b> Monday to Friday	3.30pm to 5pm (includes refreshments)	£5.00
<b><u>Payment for children attending an after-school club</u></b>		
<b>After School Wrap Around Care</b> (If attending a school club and joining after school club at 4:30pm)	4.30pm – 5.00pm (includes refreshments)	£2.00

**Financial Support:**

We recognise that some parents may experience financial difficulties. Parents experiencing such difficulties should discuss this with the Headteacher or Business Manager in confidence as soon as possible.

**Club Cancellation:**

The school reserves the right to withdraw the Out of School Club provision or, in exceptional circumstances, cancel sessions at late notice. The school will endeavor to inform parents as soon as possible should this become necessary.