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OUTSTANDING

Taddington 2019



GOOD Dove 2023



Dove 2024
Peak Dale 2019
Taddington 2018

Dove Holes C of E Primary School Wrap Around Care Booking & Payment Policy March 2024

1. Policy Aims

a. Through the implementation of this policy the school aims to:

- i. Offer consistency of care to children
- ii. Offer flexibility to families, parents & carers
- iii. Maintain affordable charges whilst ensuring that the clubs remain financially sustainable

b. The clubs provide before and after school care for children attending Dove Holes Primary School.

2. Booking a Place at Wrap Around Care Sessions

a. The clubs aim to provide a sufficient staffing level so that all children who require a place can be accommodated

b. Before booking a place, the Registration, Health & Consent Form and the Contract should be filled in and returned to the school office. It is the responsibility of parents to ensure that the information on Registration, Health & Consent Form is kept up-to-date.

c. All bookings should be made directly via ParentPay. The system allows parents to book the individual sessions they require for the next half-term.

d. Children may attend the required sessions on payment of the appropriate fee

e. Same day bookings can only be made for After School Club by calling the school office before 10:00AM and once payment has been made on Parent Pay. Requests made for places after this time will be considered 'ad hoc' and will incur an additional fee.

3. Fees

a. Details of the current fee structure are available from the school reception

i. All fees are subject to regular review by the Headteacher

ii. Parents/carers will be given at least one month's notice of any change to the fee structure

b. Payment must be made via the ParentPay system at the time of booking. Sessions must be booked and paid for 1 half-term in advance. Parents will be notified when the booking window has closed. The charge for sessions after this time increases. Our fee structure can be obtained from the school office.

4. Disputes

Disputes in relation to this policy will be managed in-line with the school's complaints process, which is available to view at the school.