St Peter's Brafferton
C of E (VA) Primary School

Let your light shine!

At St Peter's Brafferton, we are a nurturing community where every person can **flourish.** We aspire to be the best in all we do, promoting **lifelong learners** who are curious, compassionate, and courageous. We **value** every person and every opportunity to **'let our light shine'**.

> *"Let your light shine before others, that they may see your good deeds and glorify your Father in heaven."*
> — Matthew 5:16

BASE

Admissions and Fees Policy 2026

Aim
The aim of this policy to inform parents of the processes for enrolment and charges at our Before and After school club (BASE).

Introduction
BASE provides before and after school childcare (often referred to wraparound care) and holiday childcare for children between the ages of 2 and 11 years who attend St Peter's Brafferton CE (VA) Primary School.

During term time BASE can provide care from 8.00am to 9.00am and from 3.30pm to 6pm. During school holidays, BASE can provide holiday childcare from 8.30am to 5.30pm.

BASE is open for 48 weeks per year, excluding bank holidays. The specific closure week dates each year are detailed on the school website (https://www.st-peters-brafferton.n-yorks.sch.uk/before-and-after-school-club-base-and-holiday-cl-1/) but are typically 1 week over the Christmas period, one week over the Easter period and 2 consecutive weeks over the school summer holidays. BASE will additionally be closed for some staff training days and on the last day of each term, as detailed on the school website.

Principles

Places are offered on a first-come first-served basis for children attending St Peter's Brafferton CE VA Primary School and Helperbees. We always ensure compliance with early years statutory ratios. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club.
2. Those requiring the greatest number of sessions/hours per week.
3. Children of St Peter's Brafferton School or Helperbees Preschool.

Please note that there is a maximum of 5 places for 2-year-olds due to staffing ratios during holiday club.

Registration
When an enquiry regarding places is made, parents or carers can email base@st-peters-brafferton.n-yorks.sch.uk.

If a place is available, a parent will receive an email confirmation, and the child will be able to attend the club.

If no places are available the parent will be informed via email and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure for BASE

- **Permanent place**:
  Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, we ask for a half term's notice with a minimum of 4 weeks, via email to is required.

- **Temporary booking**:
  We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours' notice. If notice is not given, the place will still be charged for.

BASE Fees – effective from September 2026

Term Time Fees:

Breakfast Club from 0800hr - 0900hr £6.00
After School club from 1530hr – 1800hr £11.00

Holiday Club

Please note holiday club is available from 0830 – 1730 (see attached form)

Holiday Club fees – effective from September 2025

Typical school day	0830 - 1530	£35.00 (age 3 and over)
Full day	0830 - 1730	£45.00 (age 3 and over)

Helperbees normal hourly rate (£6.50 per hour) will be applied for 2 year olds to ensure we can fulfil our statutory ratio requirements.

Helperbees offers Government Funded childcare places for eligible children. The number of funded hours available depends on your child's age, your circumstances and any valid funding code required.

Government-funded childcare is calculated over 38 weeks of the year. For example, 15 funded

hours per week equals 570 funded hours per year, and 30 funded hours per week equals 1,140 funded hours per year.

Some parents choose to “stretch” their funded hours over more weeks of the year. This means using fewer funded hours each week so that the annual total lasts longer. For example, 570 funded hours could be used as 15 hours per week over 38 weeks, or as fewer hours per week over a longer period. The school is used to operating in the stretched way and would be happy to discuss it with you further.

If your child attends for more hours than your funded entitlement covers, the extra hours will be charged at the published applicable rate.

Where agreed in advance, unused funded hours within a funding period may be used towards eligible holiday club hours with BASE, subject to availability

Bookings for Holiday Club

Bookings for Holiday Club are on a first come, first served basis for up to a year in advance. Bookings must be made via the dedicated BASE email address (base@st-peters-brafferton.n-yorks.sch.uk) not Class Dojo.

Please note that breakfast and snacks will be included. However, you must provide lunch for your child during the school holiday club sessions.

Fees must be paid via Arbor your Tax-Free Childcare account, or an accepted legacy voucher scheme, where applicable free voucher schemes.

- Fees are charged for booked sessions whether the child attends or not.
- No fees will be charged for closures of BASE for whatever reason.
- If your child is collected after a booked session end time, a late collection charge of £5 per child will, be applied for each 15 minute, or part period, started. For example, if a session ends at 6.00pm, collection between then and 6.15pm will incur a £5 charge; collection between 6.15pm and 6.30pm will incur a £10 charge.
- Fees are reviewed annually. Any change will be notified to parents a term prior to the introduction of the change.

Payment of fees and arrears

BASE session fees must be paid in advance at the start of each month. Holiday Club session fees must be paid one month in advance of the booked sessions.

Fees must be paid via Arbor, Tax-Free Childcare, or an accepted legacy childcare voucher scheme.

If you are having difficulty paying fees, please contact the Headteacher as soon as possible so that this can be discussed. Where appropriate, a payment plan may be agreed.

If fees are not paid by the relevant deadline, the school will follow its School Arrears Policy. This may include reminders being sent, a meeting with the Headteacher, a formal payment plan, and, where fees remain unpaid, withdrawal or suspension of access to the relevant paid provision. Unpaid debts may also be referred to North Yorkshire Council for recovery in accordance with the School Arrears Policy.

Monitored by: Full Governing Body
Date adopted: June 2026
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Date of next review: Annually