

# Sandbrook Primary School



Headteacher: Ms C Temple

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Website: [www.sandbrookprimary.eschools.co.uk](http://www.sandbrookprimary.eschools.co.uk)

## EARLY YEARS ADDITIONAL SESSIONS PAYMENT AGREEMENT

Completing this form does not mean a place is instantly available for your child. You will receive a letter from the school office confirming your child's start date.

Please complete the table by ticking the day(s) you would like your child to attend each week:

Monday	Tuesday	Wednesday	Thursday	Friday

When would you like your child to start their extra sessions? \_\_\_\_\_

### TERMS AND CONDITIONS

- Fees are payable the week in advance of your child attending. Fees are noted in the school Charging Policy and reviewed on at least an annual basis. See policy documents section of our website for details.
- Changes to days being attended may be changed on a minimum of half termly basis to allow for staffing allocations to be made.
- In exceptional circumstances, any cancellations must be made by the Friday for attendance of sessions the following week. This should be made directly to the office, not via messages passed to teaching staff. If your child does not attend and we have had no notification within the timescale you will still be charged. Should your child be unwell, credit will be accumulated at the Headteacher's discretion.
- Additional occasional sessions may be accommodated if booked through the office and paid for in advance. We reserve the right to refuse additional sessions if the required staffing levels are not available.
- Extra Early Years sessions are available following the same pattern as the school term dates. If the school is closed due to a critical incident, Inset day etc. the service will not be available.
- Parents must provide a packed lunch or pay for a school meal for their child. Current prices are noted in the school Charging Policy.
- Late or non-payment of fees will jeopardise your child's continued attendance. Additional paid hours in Early Years is a service and we hold the right to refuse this service if payment is not received in advance of your child attending. You will be given one week's notice to make payment and if you are in arrears and no payment is made, your allocated place will be suspended and offered to another child on the waiting list.
- Permanent cancellation of your child's place requires two weeks' notice.

Name of Child:		Date:	
Name of parent/carer:		Signature:	

**TEAM Sandbrook – Striving Together for Excellence**

Form received by School Office:

Place Available from:

Letter sent: