



Munch Bunch Breakfast and After School Club's Charging Policy

'For I know the plans I have for you, declares the LORD, plans for welfare and not for evil, to give you a future and a hope'

(Jeremiah 29:11)

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	October 2025	Kate Lewis	July 2026

Ratification

Role	Name	Signature	Date
Chair of Governors	Janis Dean	Janis Dean	October 2025
Head Teacher	Kate Lewis	Kate Lewis	October 2025

Statement of intent

This policy should be taken and used as part of the Crowcombe & Stogumber Church of England Primary Schools' overall strategy and implemented within the context of our vision, instrument of governance, aims and values as Church of England Primary Schools.

Munch Bunch Breakfast and After School Club gives provision for the children of Crowcombe & Stogumber C of E Primary Schools. We aim to provide affordable before and after school childcare with either breakfast or an afternoon snack in a supervised environment.

Opening Times

Breakfast Club	7.45 am – 8.40 am	Monday – Friday. Term time only, excluding INSET days.
After School Club	3.30 pm – 4.30 pm (Monday) 3.30 pm – 5.30 pm (Tuesday – Friday)	

Booking

Bookings will be made half-termly in advance to ensure that staffing levels can be planned effectively.

If booking forms are submitted without payment the booking may not be honoured until payment is received.

Ad-hoc and emergency sessions may be requested and allocated if sufficient spaces are available but cannot be guaranteed. If children are not collected from school on time they will be looked after in the After School club until collected and parents/carers will be charged for the time they are in the club.

Fees & Payments

The school has a Finance & Charging Policy, but the following also applies to the Munch Bunch Breakfast and After School clubs.

Breakfast Club	£3.50 per session
After School Club – session 1	£4.50 per session
After School Club – session 2	£4.50 per session

All payments must be made half-termly in advance, either by cash, cheque (made payable to Somerset Council) or Childcare vouchers (after registering with Crowcombe School office).

For ad-hoc / last minute bookings payment must be made when the child is collected from the session.

Receipts will be given for cash payments greater than £20.

Should any fees be unpaid Munch Bunch Breakfast and After School club reserves the right to refuse your child to attend any session until outstanding fees have been settled.

The school does not seek to make a profit from this provision but does seek to cover costs. Costs will be reviewed on an annual basis.

Cancellation

No credits will be given for pre-paid sessions or if your child is off school for any reason.

Closure due to severe weather or other unforeseen circumstances

If the school is closed due to unforeseen circumstances such as severe weather charges will still apply.

Late Collection

If children who are booked in to session 1 only are not collected by 4.30 pm then they will attend session 2 and charges will apply. If children are not collected by 5.30 pm, additional charges will be made at £10 per 15 minutes over. When only Session 1 is operation, if children are not collected by 4.30 pm additional charges will be made at £10 per 15 minutes over. This is to cover the extra staffing costs the school will incur.

Registration & Safeguarding

When bookings are made or cancelled this will be recorded on a register.

A register will be taken at the start of each provision.