



Glusburn Community Primary School

Respecting Rights, Recognising Responsibilities

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Reg Charity No 1060322

Headteacher Mr. R.Hunt



North Yorkshire's First

Glusburn Primary School Lunchtime Supervision Policy Summer 2019

Children are entitled to 15 hours per week, free early years provision, whilst attending the school's nursery. Provision at Glusburn Primary is provided through blocks of 3 hour sessions: 9:00 -12:00 and 12:30-3:30. Children attending all day Monday, Tuesday and Wednesday morning **or** Wednesday afternoon, all day Thursday and Friday have access to **16 hours** early years provision each week. The extra hour of provision is calculated from the two half-hour lunchtime sessions between 12:00 and 12:30.

Each ½ hour session is charged at £2.30, therefore a child attending two lunchtime sessions during the week (Monday & Tuesday or Thursday and Friday), would cost £4.60 for the week.

Following North Yorkshire County Council guidelines and in line with other private nurseries, we are required to make a charge to cover this additional hour.

Lunchtime Supervision Sessions Charges Criteria

- Payment must be made at the beginning of each week for the lunchtime supervision.
- The amount due will be generated by the school's online payment system ParentPay.
- Payment can be made using ParentPay, or via a PayPoint barcoded letter.
- There will be no charge if the school has to close due to unforeseen circumstances or training days.
- Family holidays granted by the Headteacher will not be charged.
- If your child is off sick, you will not be charged for lunchtime supervision.
- If you are in receipt of free school meals, then there will not be a charge for this supervision.

Non-payment of lunchtime sessions

The following procedure takes place to arrange for the collection of this 'arrears'.

1. Once arrears are more than £6.90 (3 sessions) a text will be sent notifying parents of arrears.
2. If full-payment has not been received **3 working days** after the **text** a telephone call will be made by the administrator followed with an accompanying letter, processed via the dinner money software (Parentpay).
3. If full-payment is still not received **3 working days** after the telephone conversation with the administrator and accompanying letter, and the debt continues to rise then the Headteacher or Deputy Headteacher will call the parents, explaining that the parent risks losing their child's place for lunchtime supervision and to make alternative arrangements.
4. If full-payment has not been made **3 working days** after discussion with the Headteacher or Deputy Headteacher a **Final Letter** will be sent to the home address (appendix 3). The letter will state that the parent/carer have the option to contact the school to make an appointment with the headteacher/deputy in order to discuss the situation and determine a solution.
5. If full-payment is not received **3 working days** after the **Final Letter** then the school has the right to:
Withdrawn the Nursery place.



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