



Tannery Drift First School

Enjoyment – Achievement – Respect

Covid-19: Charging for Extended Provision

Implemented:
November 2022

Next Review Date:
November 2023



Artsmark
Gold Award
Awarded by Arts
Council England

www.tannerydrift.herts.sch.uk

Covid-19: Charging for Extended Provision

1. Objective, Scope and Principles

This policy sets out when and how charges for extended provision will be adjusted because a service has to be temporarily suspended by Tannery Drift First School resulting from the impact of the Covid-19 pandemic. The policy does not apply when a child is unable to take up provision because they have Covid-19 or are isolating for Covid-19 reasons. Extended provision is defined as breakfast club, after school club and additional nursery hours. This policy covers clubs provided by the school for which a fee is charged but not those provided by third parties. They are governed by the third-party providers terms and conditions.

2. When will extended provision be suspended?

Extended provision will be suspended when:

- a lawful authority instructs that the service should not be provided in order to manage public health risks from Covid-19;
- the safety of pupils, their parents/carers or their immediate family would be jeopardised by continued provision;
- the safety of school staff would be jeopardised by continued provision.

3. When and how will charges for extended provisions be adjusted?

Charges for extended provision will be adjusted after a service has been suspended for three consecutive school days. For example, Monday, Tuesday and Wednesday or Thursday, Friday and Monday. Parents/carers will be entitled to claim a fifty percent reduction in fees for each day the service is unavailable, and the child was booked in to the service. The fifty percent reduction applies from the first day of continuous period of service suspension. For example, a reduction could be claimed if a service was suspended from Monday to Wednesday. The reduction would apply for the entire period. A reduction could not be claimed if the service was suspended Monday and Tuesday, available Wednesday and Thursday and then suspended on the Friday. This would count as two periods of service suspension, each of less than three days. Where a child would attend for some, but not all of the period of suspension, the fee reduction will apply only for those days the child would have attended.

4. Claiming charge reductions

Parents/carers will need to claim for a charge reduction in writing or by email within 28 days of the last day of the suspension of extended provision service. Parents/carers claiming a reduction in charges will receive credit against future charges for the use of extended provision services. A refund will be made rather than credit being provided when a child is leaving Tannery Drift First School and will not be accessing extended provision in future, for example, where a child is transferring to another school.



Tannery Drift First School

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