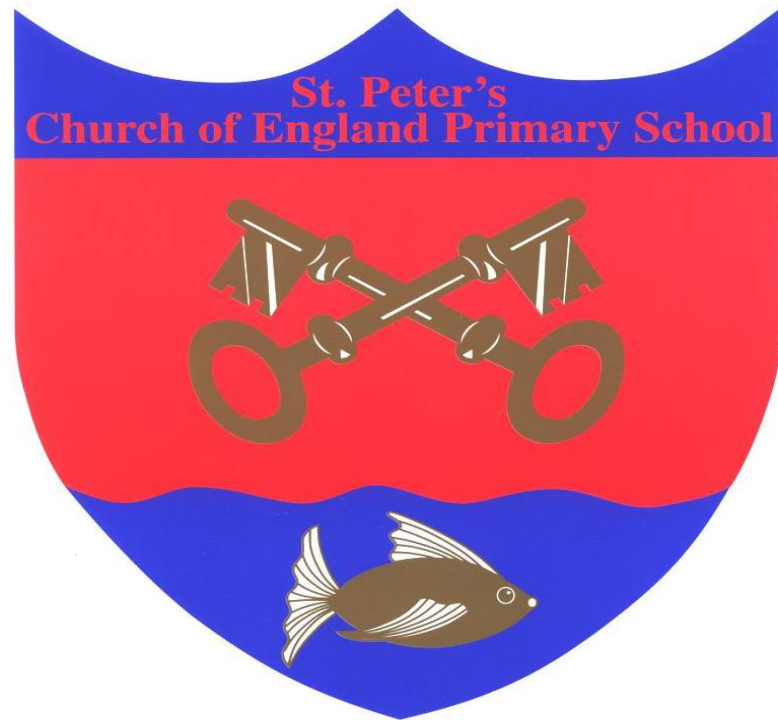


ST. PETER'S CHURCH OF ENGLAND  
PRIMARY SCHOOL



TERMS & CONDITIONS FOR PAID PLACES AT  
ST. PETER'S ARK

**By admitting your child to St. Peter's Ark  
you are agreeing to the terms set out in this document.**

## **Session Times**

AM Session only - 8:30am - 11:30am

PM Session only - 12:15pm - 15:15pm

Doors open at 11:15am on a morning and 3:00pm on an afternoon to allow a 15 minute window for collection. There is also a 15 minute window for drop offs from the time the session starts. Arrivals after this time will need to enter via the main school office.

## **Charges per day**

1/2 Day (AM or PM) - £15

Limited full day sessions are available through discussion with the Ark Staff. The cost of a full day session is £34.00.

Charges still apply in the event that your child is absent as set out in the following Terms and Conditions

## **Meals**

If your child is with us for a full day session, either, a packed lunch from home will be required or a school meal can be provided at a cost of £1.10 per day. We kindly ask that your child sticks to their chosen meal arrangement and notify us as soon as possible of any planned changes.

## **Terms and Conditions**

### **Charge for places**

The charge is for the place and not attendance, this is due to staff having to be already in place to support the children. All fees are charged weekly and are payable on a Friday once attendance has been completed for the week. Fees are payable during periods of absence from 'The Ark', including sickness and holidays and will be invoiced via Arbor.

### **Sickness**

If your child is sick on one of their regular days, payment is still required, this is due to staff having to be already in place to support the children.

### **Holidays**

If your child is on holiday on one of their regular days, payment is still required. This is due to staff having to be already in place to support the children.

### **Exemptions**

With at least one week's prior notice through a completed school leave of absence form for:

- planned absence for the purpose of a holiday
- any other pre-planned school absence
- or upon receipt of a medical letter showing a planned medical appointment

only half of the fee will be applied per session absent. If at least one full week's notice is not received, full charges will be applied.

### **Late pick up fee**

Please note that there is a fee if you are running late to pick up your child, as we will have to pay staff to stay later. You will be charged £5 for every half an hour you are late. Please contact the office to let us know what time you will get to school.

### **Payment**

Payment for all chargeable items can be made electronically via Arbor. Although we would prefer payment to be made via Arbor, we can accept cash.

### **Closure**

Charges only apply during term time. We will endeavor to give as much notice of school closures as possible, in the event that the school has to close at short notice on a day we would ordinarily be open, no charge will be applied.

### **Withdrawal**

Should you choose to withdraw your child from St. Peter's Ark, we will require at least one month's notice. If one month's notice is not given, the remaining sessions for the month are chargeable. We kindly request that you settle any outstanding balances prior to your child leaving.