



Alston Lane Catholic Primary School And Nursery

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Alston Lane Out of School Club Booking & Fee Paying Policy 2026

Alston Lane Out of School Club (OSC) is committed to providing a competitively priced and good value service. We regularly review provision to ensure it meets Ofsted requirements and those set out for the Early Years Foundation Stage. We are registered to accept vouchers from a variety of childcare schemes.

Morning Session: 7.45am – 8.45am £5.00

Afternoon Session: 3.30pm – 5.40pm £7.50

Bookings

Alston Lane OSC operates an electronic booking system to ensure all sessions are staffed according to pre-determined ratios.

- Parents/carers must complete a Registration Form to register their child with OSC, prior to their child starting any sessions. Registrations forms are available from the School Office.
- Sessions can be booked half termly or adhoc (subject to availability).
- A waiting list for OSC places will be maintained by the OSC Manager.

Fees

Alston Lane OSC provides a safe and enjoyable service for children. To ensure the high quality and sustainability of the sessions, we must ask parents/carers to respect its policy on fees.

- The level of fees will be set by the governing body of the school and reviewed annually.
- Our booking system will Go Live on Arbor the preceding half term, Guidance Notes will be forwarded on receipt of the completed Registration Form.
- Subject to availability, places may be booked up to 1hr before the session start time.
- All booked sessions must be paid for, even if the child does not attend due to sickness or cancellation. It is the parent/carer's responsibility to cancel any booked OSC sessions with the OSC Manager, please do not assume the School Office will do this for you.
- If fees are not paid on time, parents/carers will be notified, verbally or in writing, requesting payment at the earliest possible opportunity.
- The school has the right to issue a final payment request and inform parents/carers that continued late payment will result in the booking system being removed from the child's Arbor account until full payment is received.
- In the event of outstanding debt, the school reserves the right to pass these onto the Mater Ecclesiae Multi Academy Trust to collect on our behalf, in line with the debt recovery policy.

This policy was agreed by the Governing Body in September 2026

