



## St Peter's C of E (Aided) Primary School

Little Green Lane, Farnham, Surrey, GU9 8TF

(: 01252 714115 Fax: 01252 721215

\*: [info@stpeters-farnham.surrey.sch.uk](mailto:info@stpeters-farnham.surrey.sch.uk)

[www.stpeters-farnham.surrey.sch.uk](http://www.stpeters-farnham.surrey.sch.uk)



## Terms and Conditions – for parents

To attend BASE, Parent/Carers need to:

- **Pre-book** all places.
- Register their child's details. Bookings for BASE places cannot be accepted without a Registration Form being completed for each child and the parent agreeing to the behaviour and late collection policies.
- Parents must inform staff of any pupil with special dietary requirements including allergies. Each child's dietary needs will be discussed to ensure correct provision.
- Parents must always accompany their child/children when dropping-off/picking-up.
- Parents must be registered on the SCOPay system in order to make payment. Please speak to someone in the school office if you cannot login.
- BASE places cannot be reserved for children attending Green Shoots nursery, until their nursery place is confirmed.
- Attendance is not a statutory requirement, and no extra support can be provided by the school for individual pupils.
- Parents must guarantee their children's good behaviour. Parents will be informed if their child significantly misbehaves and may be removed from the register, and payment reimbursed if appropriate.
- All outstanding payments will show on SCOPay, and parents will be prompted when monthly fees are added at the end of the month, for the following month. Invoices are not sent. Payment must be made within 14 days. If paying via childcare vouchers or the tax-free childcare system, please make payment within 10 days.
- Continual late payment may result in your child being removed from the BASE register. Payment can be made; via SCOPay, using childcare vouchers, or via the tax-free childcare system. Please ask for further details.
- Prices are reviewed annually.
- **Money is not refundable** for absence due to illness or other family commitments. Money is refundable however for reasons caused by the school/nursery e.g. school closure.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday.
- Ad hoc booking will be accepted but only if there is a vacant place available. Please check in advance as we cannot guarantee a place on the day. 48 hours' notice must be given if a place is cancelled, otherwise the full session charge will be payable.
- Four weeks' notice of cancellation of a regular booking must be given, or you will be charged.
- No responsibility will be taken for children before 7:45am and they must be collected promptly at 5:45pm. Parents must alert BASE staff by phone if they are going to be late collecting their child.
- If the agreed finish time is 4:30pm but your child is collected late, you will automatically be charged a £15 late fee. If the agreed finish time is 5:45pm but your child is collected late, you will be charged a late fee of £25 for every 10 minutes. Your BASE place may be removed after two late pick-ups.
- In the morning, breakfast will be served, in the afternoon a snack/tea is served (this is not a full dinner).
- BASE is subject to all the same regulations, processes and procedures as described in the school & nursery's Safeguarding policies and in all associated health and safety, employment, and child protection policies.
- BASE is also subject to all relevant Risk Assessments and has its own specific Risk Assessment.
- Parents must inform staff of a child's absence by phone or email.
- Parents must provide weather appropriate clothing, along with sunhats and sun cream.



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## BASE Price List – for parents

Prices are valid for the period: 1 April 2025 to 31 March 2026.

As you know we are very fortunate to have the excellent BASE facilities on site. It is extremely popular, and the children always say how much they enjoy it. If you choose to use the facility, the cost per session will be:

Breakfast Club – from 7:45am (includes breakfast)	£6.00 per child
After School – Session from 3:15pm to 4:30pm (includes snack)	£8.00 per child
After School – Extended Session from 3:15pm to 5:45pm (includes snack)	£15.00 per child
Late collection fee <i>(if picking up after your agreed finish time 4:30pm)</i>	£15.00
Late collection fee <i>(if picking up after your agreed finish time 5:45pm)</i>	£25 for every 10 minutes

(Note: Afternoon sessions start at 3pm for children attending Green Shoots Nursery)

A sibling discount of 10% will apply for second and subsequent children when they attend the same session.

A staff discount of 20% will apply for children of any member of staff.

We encourage all parents to access either their employer's childcare voucher scheme, or register for the government's childcare voucher scheme, which effectively gives you a 20% discount. Please ask or look online for further details.

Unfortunately, BASE is unable to accept your child's Early Years funding for 3- & 4-year-olds to pay for BASE sessions.

We always aim to keep our prices competitive, and our prices ensure we cover the costs of equipment, facilities and staffing.

## Contact Details

Email [base@stpeters-farnham.surrey.sch.uk](mailto:base@stpeters-farnham.surrey.sch.uk)

Phone 01252 714115 (option 5)