Reviewed: Autumn 2026
Next Review: Summer 2027

Howe Dell Extended Services

Fees Policy - Parents

Aim

Our fees will reflect the costs required to provide high quality, safe and stimulating service for the children which is sustainable.

Procedure

All fees will be set out by the Leadership Team and Extended Services Manager to be reviewed annually.

Breakfast and Runway Club

Payment of fees must be made monthly in advance.

The following clarifying points are outlined following prior issues arising:

Payment is required if:

1. Your child is on a school trip or journey and will not be present for Breakfast or The Runway After-School Club
2. Your child is taking holiday during term time or is sick. This includes a pandemic related absence due to government requirements for a child/children to self-isolate as a preventative measure
3. Your child attends a club run by the school
4. In unprecedented circumstances only, individual payment requirements may be negotiated between the Manager and the parents/carers, however, it is assumed payment is made in advance
5. All payments must be made **in full** prior to children attending Breakfast or Runway Club.
6. If fees are not paid on time, or in accordance with a payment plan as agreed by the Executive Head, the Manager will notify the parent/carer by telephone **and in writing and request payment is made that same day and prior to the children accessing further Extended Services provision.**

One month's written notice is required from parents/carers if a child is leaving the setting or making alterations to requirements.

The Manager has the right, delegated by the Executive Head to issue a formal warning once payment is not forthcoming to the parent/carer and inform them that late payment will result in the child's place being forfeited immediately.

If fees are paid persistently late or not at all with no explanation, the child's place will be terminated with immediate effect.

Parents/carers are encouraged to speak to the Manager if they have a query about the fees or if for any reason they are likely to have difficulty in making a payment. We advise that parents/carers make an appointment at the earliest possible opportunity to avoid jeopardising their child's place.

Payments can be made paid by bank transfer (preferable) or via the Arbor App. The bank details are available on each invoice.

Outstanding debts will be sent to Hertfordshire County Council Secretary's Department, Legal and Administrative team.

On the last day of the school term when the school closes at 1.30pm an additional fee of £4.00 will be charged if your child stays until 6pm. This payment will not be charged if your child is collected by 5pm.

Playscheme

Upon receipt of the booking form, parents will be informed if a place is unavailable. Invoices will be sent out via Parenta. Full payment is required prior to the Play Scheme starting.

Vouchers

Childcare vouchers are accepted at the provision. When setting these up you may need to give the address details of the setting and Ofsted number below.

Howe Dell School
The Runway
Hatfield
Herts
AL10 9AH

Ofsted registration number: 117220

Please note Howe Dell Day Care are also registered with voucher providers, please make sure you use the correct setting Howe Dell School.
Please also refer to the Schools Charging and Remissions Policy.

Appendix A

Extended Services Prices 2026-2027

	Cost of session	Sibling rate
Breakfast Club (includes breakfast)	£7.00 per session	£6.00 per session
Runway Club (includes snack)	£12.50 per session	£11.50 per session
Play Scheme	£45.00 per day	N/A