



Fees and Payment Policy and procedure
To be reviewed: **June 2022**

Bardwell Branch-Out ensures that fees are competitive and affordable for families. Sessions prices were last reviewed in July 2021. In the circumstances that fees change, families will be given 1 month notice.

Current fees for Bardwell Branch-Out:

Monday, Wednesday, and Thursday after school club sessions: £7
Friday youth group session: £10.50
All holiday sessions: £20.00

- After school clubs will be invoiced termly, a total of three times a year.
- Holiday sessions will be invoiced a month prior to the start of the relevant timetable.
- All fees must be paid in full to Bardwell Branch-Out via ParentMail. We are a **cashless provision**. All families will be sent a confirmation email to set up their Parentmail account when they enrol. All invoices will be displayed on Parentmail.
- Bardwell Branch-Out is committed to supporting families that encounter unexpected financial difficulties by arranging weekly payments in the short term. Any arrangement must be agreed with the Bardwell Branch-Out team.
- Invoices will be dated; payments must be paid in full within 21 days unless otherwise discussed with Bardwell Branch-Out.
- A final invoice reminder will be sent out if no payment or contact has been made 40 days from the original dated invoice.
- 60 days from original invoice date of unpaid fees (where an arrangement has not been agreed or adhered to) will result in all allocated places cancelled with immediate effect.