

The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Charging and Payment of Fees Policy

School Fund

The Federation of Kintore Way Nursery School and Children's Centre and the Grove Nursery School (known as "the Federation" hereafter), each have a School fund that is used to pay for certain resources such as book bags for the children, small outings during the year, cooking materials, snacks, Christmas gifts and resources for the classroom, parents are offered the chance to make a voluntary contribution to this fund. We ask parents for a voluntary donation of £10 per term.

Outings

Educational visits are an integral part of the school curriculum, so it is important that no child should miss out because of inability to pay. When a letter is sent out to parents and carers informing them of arrangements for an outing, the information may contain a phrase outlining the cost, and suggesting that parents may wish to make a voluntary contribution. It is not usual to expect parents who are accompanying the children to pay their own costs themselves.

Fundraising Events

Each School organises fundraising events throughout the year. The focus of the fundraising is made clear to parents and carers.

School Dinners

There is currently no cost to parents for school dinners. School dinners is currently funded through Public Health as part of the Universal Healthy Free School Meals initiative. If this were to change, we would give parents as much notice as possible. We still require parents to complete a Free School Meal Eligibility form to ensure the school can access Early Years Pupil Premium funding. Parents who are paying for a place or paying for "top up" are required to pay for school lunches at £2 per day.

Top up Fees

All 3-4 year old receive their 15 hours free entitlement or 30 hours with a valid code. 30 hour codes are required to be renewed every term with HMRC. Parents must notify the school if their circumstances change and they are no longer entitled for a 30 hour code. Parents will have to choose a 15 hour place or pay for top up.

2 year olds receive 15 hours free entitlement if they have a valid 2YO code. Parents must provide evidence of their successful application of their code before the child starts. At Kintore Way Nursery School and Children's Centre, we also offer paying places as well as top up if parents would like more than their 15 hours.

Extended Day and Year Services

At Kintore Way Nursery School and Children's Centre, we currently offer an extended service to the school day. This is Breakfast Club and After School Club. At the Grove, there is currently no extended day available.

Charging of Fees During Self-Isolation (Covid-19 Related)

If your child has to isolate due to a direct link to COVID-19 i.e. a member of your bubble/class or household testing positive or have come in contact with a positive COVID individual, the nursery will **NOT** charge you for the schools during this isolation, however if you choose to isolate longer than the required 10 days, charges may apply. If you choose to isolate for personal reasons, please contact the school and discuss your situation as fees may still be applicable.

1) Breakfast and After School Club – Kintore Way Nursery School and Children’s Centre

During term-time, children can be brought to school early, at 8.15 and/or collected by 5.45, if they have a place in Breakfast and / or After School Club. Places are allocated and parents will be advised if they have a space, a current charge list is available in the school office. Parents are given a contract and are required to give two weeks payable notice in writing of termination of this contract. If a child is absent or sick, fees are still payable unless a child’s sickness is certified and exceeds two weeks. Payment of fees should be made 2 weeks in advance prior to the start date. Payments for fees are charged and paid through the ParentMail online payment system, however childcare vouchers are also accepted, paid directly into the school bank account. If you require a space in either Breakfast or After School Club as a one off, please speak to the office. Fees are payable beforehand.

If the fees fall into arrears the Nursery school will notify the parents/carers and request immediate payment. If payment is not made immediately the place may be withdrawn.

2) Holiday Playschemes

During school holidays, a playscheme may operate for children up to 5 years of age, providing there is sufficient demand from regular attendees of the Federation, or the Breakfast and After School Club at Kintore Way Nursery School and Children’s Centre. This is a chargeable service: fees are payable in advance and are non-refundable. For one week play schemes payment of fees are to be made the week before the play scheme commence. For play schemes in excess of one week, fees must always be paid one week in advance.

Parents may be eligible to claim working family tax credit to offset the costs of these extended day and year services.

First Payment of Fees

For children attending the under 3’s and do not qualify for the 15 hours free entitlement fees will be charged from the first day of settling. For children paying top up, fees are charged from the child’s first full time day. All fees are to be paid two weeks in advance and fees must be paid through ParentMail. Childcare vouchers are also accepted payable directly into the school bank account.

If a parent has any concerns about making payments for fees by the due dates because they are returning to work for the first time and transferring from state benefits to working benefits they should make an appointment to see the Federation School Business Manager immediately.

On-going Payment of Fees

All subsequent payments of fees **MUST** be paid weekly or monthly in advance. Payments must be made to each school through ParentMail.

Fees are charged every half term and term time only.

Fees are charged if your child is off sick and when they are away on holiday.

Non Payment of Fees

If you **DO NOT** make payments two weeks in advance, then your child will **NOT** be admitted to either Nursery School.

If fees are in arrears, you will be given two weeks to bring the account up to date and in advance. If you **DO NOT** make these payments your child's place will be withdrawn **immediately**.

If your account falls into arrears by more than one half term your child's place will be withdrawn permanently.

If your account is in arrears at the time of your child transferring to the 3-5's your child will receive their free 15 hours entitlement or their 30 hours free entitlement, however your child cannot access breakfast club or afterschool club while the account is in arrears.

If you fall into arrears there will be an admin charge of £10 added to your fees.

Arrears will be pursued through the small claims court

Change of Place Type

After the first half term of attendance there will be a £15 administrative charge if a child's place type needs to be changed unless there are exceptional circumstances.

Annual Increase

All fees will be reviewed annually and increases will take effect on the 1st April of each year by the annual inflation rate as defined by the Bank of England. Reminder letters to inform parents will be sent out by the end of February. Fee amounts will be increased through ParentMail. Detailed fees sheets are available from the office at the request of individual parents.

Change of Fees

If the fees are to change for any reason other than the annual rise parent/carers will be given 3 months notice of the change.

Absence

If your child is absent for a week without notification, you will receive a letter regarding the child's absence. If after 2 weeks from the date of the letter there is no reply and the child remains absent, the placement will be withdrawn permanently. Fees will continue to accrue for the absence period.

Lateness

If you are regularly late collecting your child, then a fee of £20 per late collection may be charged.

Notice Period if a Child is Leaving the school

Parent/carers are required to give notice in writing of two weeks before the child's leaving date. A child can leave within the two week's notice period but the parent/carer will be charged for the two weeks.

Additional Circumstances – please note

If services are closed or reduced due to severe weather or other unforeseen circumstances beyond our control fees may still be payable. Every effort will be made to keep services running whenever possible and priority will be given to children whose parents are working or studying during School hours.

Each School closes for five In Service Training Days (INSETs) and two exhibition days. We do not charge for these days.

Any parents making payments directly into the school bank account and not via ParentMail or Childcare vouchers may incur an additional admin fee per transaction.

Monitoring

The Federation School Business Manager will ensure that accounts are monitored monthly and will inform Senior Leaders if any families are in arrears.

Links to other Policies

Attendance and Admissions.

The Federation Kintore Way Nursery School & Children's Centre & the Grove Nursery School

Policy Name

Charging and Payment of Fees Policy

Adopted and signed on behalf of the Federation by the Governing Body at the meeting on

2nd December 2021

Name of Governing Body Representative

Signature of Governing Body Representative

Date signed 2nd December 2021

Date to be reviewed: December 2022