

TREETON C of E PRIMARY SCHOOL

Nursery Fees and Non-Payment Policy 2024-25

Reviewed by: Mrs Rachel Dowle

Reviewed: September 2024

To be reviewed: September 2025

Principles

Treeton C of E Primary School is committed to ensuring high quality care and nursery education to every child in the community. This is promoted by having well qualified staff, resources and equipment. Fees at Treeton C of E Primary School are based on the provision of this high-quality environment.

Policy:

Treeton C of E Primary School will achieve this by:

- Calculating the cost of the provision based on the running costs of the nursery.
- Providing a monthly invoice which clearly states the charges, payable termly in advance. Please speak to a member of the office staff if you are unsure of the breakdown of these costs or if you require further information.
- Accepting tax free childcare and planned payments to settle your invoices. Should you wish to discuss your fees confidentially, please contact enquiries@tp.dsat.education
- We require one terms notice of intention to withdraw your child from nursery or changes to the sessions required after acceptance of a place. This is to be provided in writing, or a terms fee in lieu of notice will be payable.
- Fees must be paid for even if your child is absent including sickness and holidays taken in term time.
- Your fees are calculated on a sessional basis e.g. morning, lunch and afternoons
- Certain circumstances, such as a pandemic, will necessitate paying either full fees or a percentage if determined by the school that this is possible.
- Fees are reviewed annually.

Fees

Where parents/carers wish for their child to attend for additional hours outside of their funded tax-free childcare place i.e., 15 or 30 hours, a charge of £5.00 per hour will be made.

The method of payment is via Arbor.

We highly recommend that everyone apply for the 30 hour eligibility regardless of whether you plan to take up your full entitlement or not. This will ensure that should your needs change, the provision will be available to you.

Each term you will be asked to complete a Parent Declaration Form to enable the school to claim its funding, once this information has been submitted by the school any additional sessions or increase in hours will need to be paid for. School will claim the minimum of 15 hours for all children.

Dinners for nursery children if staying for a school provided lunch are charged at £2.10 per meal. The method of payment is via ParentPay.

Non-Payment of Fees

We respectfully request that you ensure full payment reaches us as early in the month as possible or have a payment plan put in place. If late payments occur then administrative charges of £10 may be applied to your account for any chasing of payment by call, emails etc that the school has to make.

If in the last week of the month the invoice has not been paid, we may have to review the nursery provision being provided to your child.

Any amendments to this policy will be made if and when necessary.

Review

The Governing Body will review this policy at least every two years, assessing its implementation and effectiveness. The policy will be promoted and implemented throughout the school.