



COLESHILL *C of E*
PRIMARY SCHOOL
AND **NURSERY**

NURSERY FEES POLICY

Policy developed by:	Becky Holt / Matthew Edwards
Committee:	Full Governing Board
Date of adoption:	17 September 2019
Chair of committee signature:	Carl Hindle
Frequency of reviews:	Annual
Reviews:	

Date of Review	Chair of Governors

1. The School Vision:

Our school's purpose is built upon the fundamental principle that **every child matters to God** and has the right to be treated with dignity, learn about their innate worth and understand their unique value and place in God's world. We provide positive opportunities for all children to experience a community living out Christian values and making choices which lead to **hope, aspiration and fulfilment**.

We believe our school should be **a place where we all want to be**; a place where children feel safe and secure, where God's love is reflected in our care for every individual. We nurture our community, ensuring **children flourish** physically, mentally, emotionally and spiritually thereby achieving their potential. As a church school we find inspiration in the life and teachings of Jesus Christ, celebrating the diversity around and amongst us and applying our understanding of tolerance and respect.

Our curriculum is about **bringing engagement, fun and enthusiasm to learning**. We aspire to provide outstanding educational experiences which will inspire children to develop into lifelong independent learners. **Our high expectations develop character** and pride in our identity as Coleshill Church of England Primary School preparing every child for their future.

2. The School Vision seen through this policy:

At Coleshill C of E Primary School, we recognise the value of providing a high quality, inspirational early years education that is both accessible and affordable, where children will be safe, cared for and stimulated within the school's early years provision.

We are committed to nurturing our children and supporting our families. This policy demonstrates our transparency around charges, setting out the circumstances in which charges will be made and how we work with parents/carers to help avoid the accrual of debt.

3. Aims:

The school aims to make appropriate charges (and remissions where appropriate) in line with Warwickshire County Councils' Provider Agreement for Early Years and Childcare Provision, the school's Charging and Remissions policy, as well as the Governing Board's responsibilities under the BDMAT Scheme of Delegation.

4. Policy statement:

To ensure the continued high standards and sustainability of the nursery, we must ask that parents/carers respect our policy in respect of fees.

We deliver all free funded entitlement hours in up to two three hour sessions per day. All hours over the 15/30 funded hours (where eligible) are chargeable. Charges will be made for sessions even when a child is absent through sickness or holiday.

Charges are made for the lunch time session, which is over and above the daily funded sessions (£4.00 per day), the sundries charge (50p per day) and any additional non funded sessions (£15.00 per session). A £10.00 administration fee for new starters is also charged.

Nursery fees will be set by the school's Governing Board and reviewed annually in the light of nursery's financial position, future strategic plans and any other broader economic or social considerations deemed relevant. We will give four weeks' notice of any change in fees.

The universal Early Education Funding of 15 free hours for all children from the term after their third birthday is claimed by nursery automatically. For all other funding (2Help and 30 hours extended funding), parents have to apply online themselves and provide a confirmation letter or code to nursery before their start date.

It is the responsibility of the parent/carer to claim their 30 hours funding the term before they want to use it, and renew their claim with HMRC every three months. If the claim is not renewed in line with the termly deadlines, nursery will have to charge for any sessions above the free 15 hours.

Nursery can only claim funding at the start of each term. Any increase to hours or new claims made partway through a term cannot be funded until the following term and will be charged for.

Payment terms and conditions are given across a range of paperwork from the earliest opportunity to ensure parents are aware of the costs. Parents sign up to the terms and conditions within their registration paperwork and are given a copy to keep.

Regular reminders about the payment of fees are given to parents via Homeroom and email, and at all contact points via email and face to face with parents/carers of new starters.

5. Making payments:

At the start of each half term, parents/carers will be issued with a payment sheet which shows a breakdown of the amount owed week by week for the half term, based on the sessions booked.

The payment sheet shows which sessions are free due to funding (2Help funding/15 hours Early Education Funding/30 hours extended funding), and which sessions are charged for (lunch session and any additional sessions), along with the additional sundries charge.

A corresponding invoice will also be assigned to the child every half term on ParentPay to allow online payments to be made.

Payment can be made by Childcare Vouchers through any of the major providers.

Payment can be made through a Government Tax Free Childcare account.

In a small number of cases, cash will be accepted if a parent brings it in, in order to secure the payment.

Dates and amounts of all payments will be recorded on the child's payment sheet and kept on the child's file.

5a. Payment terms:

The prompt payment of fees is essential for the smooth running of the nursery.

The services nursery provide beyond any free entitlement must be paid for.

Payment is required for all sessions booked, including lunch sessions and sundries, even if the child is absent through illness or holiday.

Payments should be made either weekly in advance, or the total amount for the half term paid in full within the first two weeks.

On each half termly payment sheet, this payment deadline will be marked with the 🖱 symbol, at which point payment for the half term should have been received by nursery in full, or weekly payments should be being made.

If a parent/carer wishes to negotiate any other payment terms (e.g. monthly to fit in with pay day), this should be put in writing to nursery3586@welearn365.com. In these cases payment should be made in advance not in arrears.

Parents/carers experiencing financial difficulties which mean they are likely to have difficulty in making a payment on time should discuss this with nursery at the earliest possible opportunity in order to avoid accruing further debt.

New starters who are having shorter sessions as part of their settling in programme will have their invoice adjusted accordingly once settling in is completed.

5b. Monitoring payments:

The Nursery Administrator will send communications regarding making payment during the first two weeks, reminding parents/carers to make payment before the deadline.

After the payment deadline (🖱), if no payments have been received and no other agreement has been made previously, the Head of Early Years will speak with the parent/carer directly to agree an early date for settlement of outstanding monies. A £10.00 surcharge will be added to the outstanding fees for late payment.

If payment continues to be withheld, a meeting will be arranged with the Headteacher to discuss our policy and the consequences of non-payment – please see section 7.

6. Use of additional premiums/funding to support disadvantaged children:

Childcare funding for two-year-olds (2Help)

A child will be eligible for 2Help funding (15 hours from the term after the child's 2nd birthday) if their parents are in receipt of one or more of the following benefits or credits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related employment and support allowance
- Child Tax Credit or Working Tax Credit if your annual household income is below £16,190
- The guaranteed element of State Pension Credit

- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit if your annual net earned income is less than £15,400

Or the child:

- Is looked after by the local authority
- Has left care through special guardianship or an adoption or residence order
- Has a current statement of special educational needs or an education, health and care plan
- Qualifies for Disability Living Allowance

2Help funding remains in place until the term after a child's third birthday regardless of whether a parent's circumstances improve.

Any additional sessions parents may want to take on top of the 15 funded hours will be charged for.

Early Years Pupil Premium (EYPP)

EYPP is additional funding of 0.53p per hour, (up to £302.10 per financial year), paid to providers who have children receiving the 3&4 year funding universal entitlement where the child's parents are in receipt of qualifying benefits. EYPP payment is made within the total amount paid by the local authority for the term. Children may come in and out of EYPP each term.

We use this extra funding to support the early education of disadvantaged three- and four-year-olds allowing us to enhance the quality of their early years experience in order to have the greatest possible impact on outcomes for them.

Information is kept about what the funding was used for, how the decision was made to use it, and what difference this has made to those outcomes for the child. Ofsted will ask about how we have supported eligible children upon inspection.

A child will be eligible for the Early Years Pupil Premium if their parents are in receipt of one or more of the following benefits or credits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, but not Working Tax Credit, with an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if the child is born on or after 1 January 2015 and the parent is entitled to Universal Credit, they must have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

Or the child has:

- Been looked after by the local authority for at least one day.
- Been adopted from care.

- Left care through special guardianship.
- A child arrangement order.

In line with Pupil Premium in school, nursery will remit the cost of any trips for children entitled to EYPP, as judged on a termly basis according to the funding portal.

The requirement for any additional support, training or resources funded by EYPP will be evaluated on a case by case basis every half term according to the needs of the eligible child. This will be recorded separately.

Deprivation factor (DF)

DF is an additional premium of 0.53p per hour paid to nursery based on children living in a postcode that falls within the most deprived 30% of postcodes as determined by IDACI (Income Deprivation Affecting Children Index).

The DF is paid automatically to the provider within the total amount paid by the local authority for the term and can be used to benefit all children in the setting.

7. Consequences of non-payment:

The consequences of parents/carers not making payment for services provided is the cessation of those services as well as the withdrawal of future services.

A child's non-funded nursery sessions can be withdrawn at any point.

A child's funded nursery place may be completely withdrawn after the final headcount date in that term.

If a child leaves nursery at any point with money owing, this debt will follow the child into school at such time as the child joins. The amount will be transferred to the child's school ParentPay account.

Whilst money is owed to the school:

- Kids' Club sessions will not be available.
- Additional nursery sessions beyond any free entitlement will not be available.
- Nursery places for any siblings in the same family will not be available.
- The child's option to take part in out of hours optional extra activities; visits/activities outside school time; musical tuition and residential visits may be withdrawn.
- The child's option to take paid for school meals may be withdrawn.

The school's Governing Board will take all reasonable measures to prevent debt accumulating and also to vigorously collect any money owed to the school.

The Governing Board reserve the right to pursue unpaid fees via a debt collection agency or through the small claims court.

8. Payment terms and conditions:

Parents/Carers agree to:

- Pay fees online via ParentPay, or using childcare vouchers or Government Tax Free Childcare.
- All fees must be paid either weekly in advance, or the total amount for the half term paid in full within the first two weeks.
 - *On each half termly payment sheet, this payment deadline will be marked with the 🖐️ symbol, at which point payment for the half term should have been received by nursery in full, or weekly payments should be being made.*
 - *Parents/Carers wishing to negotiate any other payment arrangements should discuss this with Nursery in writing at the earliest possible opportunity.*
- Pay for all sessions booked as well as the sundries charge for snacks and consumables.
 - *Nursery deliver all free funded entitlement hours in up to two three hour sessions per day. For children staying all day, the lunch session in between costs £4.00.*
 - *Non-funded sessions cost £15.00.*
 - *The sundries charge is 50p per day attended.*
 - *Payment is required for all sessions even if your child is absent through illness or holiday.*
 - *Fees are not charged on school INSET days or bank holidays. Refunds or credits for when the school is closed unexpectedly (e.g. due to bad weather) are at the discretion of the school's Governing Board.*
- Pay the extra fee required if your child is not collected on time at the end of their session.
 - *A late fee of £5.00 per quarter hour (or part of) will be charged.*
- Pay the extra fee required if payment is made late (after the 🖐️ deadline).
 - *A £10.00 surcharge will be charged.*
- Give four working weeks' notice if you decide to withdraw your child from nursery or four weeks' fees in lieu of notice.

PLEASE BE AWARE THAT CONTINUED FAILURE TO PAY FEES ON TIME OR NOT AT ALL WITH NO EXPLANATION MAY RESULT IN YOUR CHILD'S PLACE BEING WITHDRAWN.

WE RESERVE THE RIGHT TO PURSUE UNPAID FEES VIA A DEBT COLLECTION AGENCY OR THROUGH THE SMALL CLAIMS COURT.

PLEASE SEE THE NURSERY FEES POLICY FOR MORE INFORMATION ON THE CONSEQUENCES OF NON-PAYMENT.

Related policies:

- School meals payment policy
- Charging and remissions policy
- BDMAT Scheme of Delegation
- Bad debt policy