St Giles CE Primary School

Nursery Fees Policy

September 2024 to August 2025

Dated: Autumn Term 2024

Review Date: Autumn Term 2025

This Policy will be reviewed sooner if there is a change to Legislation or Guidance which may affect it. However, Governor Consultation will be sought.

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1. Statement of Intent

St. Giles CE Primary School aims to provide a nursery experience for children which is affordable, high quality and geared towards a smooth transition to primary school.

The aim of this policy is to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be made aware of, and given access to, this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

1.1 Funded Early Years Education Entitlement (FEEE)

https://www.derbyshire.gov.uk/education/early-years-childcare/15-hours-of-funded-childcare/15-hours-of-funded-childcare-for-all-3-and-4-year-olds.aspx

St Giles CE Primary School supports the entitlement to 15 hours free early years provision for 3 and 4 year-olds.

From the term **after** their third birthday, all children are entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of Funded Nursery Education per week, over 38 weeks of the year.

Eligible Birth Dates - 3 and 4 Year-olds:

A child born between:	Will be eligible for a free place from:
1st April and 31st August (inclusive)	**1st September** (or from the start of the **Autumn** term following their 3rd Birthday).
1st September and 31st December (inclusive)	**1st January** (or from the start of the **Spring** term following their 3rd Birthday, if spaces are available).
1st January and 31st March (inclusive)	**1st April** (or the start of the **Summer** term following their 3rd Birthday, if spaces are available).

1.2 30-Hours Free Extended Education Funding (FEEE)

From September 2017, the Government extended the free childcare offer for eligible 3 and 4 year olds to 30 hours per week (1140 hours per year) for 38 weeks of the year https://www.derbyshire.gov.uk/education/early-years-childcare/3-4-year-olds/funded-childcare-for-3-and-4-year-olds.aspx

If families do not meet the eligibility criteria for the Free Extended Funding, they may pay for additional sessions over and above the initial 15 hours at a charge of £21.00 (£7 per hour) per session; equating to; one extra morning or afternoon session lasting 3 hours.

To prevent delays, please ensure that the Parental Contract for Free Early Years Education Funding (FEEE) is fully completed prior to handing into the school office.

Our Nursery Session times are:

Sessions	Start Times	End Times
Morning Only	9.00am	12.00pm
Afternoon Only	12.00pm	3.00pm
Full Day	9.00am	3.00pm

Please note - Nursery Sessions are not available on INSET days. Notice of INSET days will be given at the start of each school year.

2. Fees

2.1. St Giles CE Primary School only charges parents for care provided outside of the 15 hours statutory provision or 30 hour extended entitlement (where applicable).
2.2. Parents are required to book sessions for each week in advance.
2.3. Our fees are £21.00 per additional session (3 hours).
2.4. In addition, we charge £2.50 for a school meal.
2.5. Sundries e.g. nappies, wipes, cream (it is the parents/carers responsibility to provide). We will charge individual fees for sundries, as set out in our fees policy in the absence of the parent/carer making appropriate provision.
2.6 Sundries fees are as follows:

- Nappy - £1
- Pack of wipes - £2
- Sun cream - £2.50

2.7. St Giles will also charge for school trips.

3. Payment Information

3.1. If additional sessions are added, which need to be paid for, then these will be invoiced on a weekly basis.
3.2. If payment isn't received within the week the additional sessions are taken, the child will not be able to receive any additional sessions the following week until the debt is paid in full.
3.3. Payments can be made via parent pay.
3.4. Payment will be taken for all registered sessions (regardless of whether the child attends or not).
3.5. Late payments will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees each week.

4. Late Collection

4.1. Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift. This incurs a cost which will be passed on to the parents at £5.00 for the first 15 minutes and a further £1 for each subsequent 5 minute period.

5. Difficulty with Payments

5.1. St Giles CE Primary School will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the school and ask to speak to the School Business Manager as early as possible, to reach a suitable arrangement for both parties.

6. Debt Collection

6.1. The Local Academy Committee has a duty to ensure the school receives all the funds to which it is entitled including Nursery fees.

6.2. The school will not initiate legal action to recover debts. However, we will refer uncollected debts to the Derby Diocesan Academy Trust (DDAT) to consider appropriate action.

7. Roles and Responsibilities Regarding Debt Collection

7.1. The Head of School and School Business Manager will ensure that:

- Letters requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded, including dates and times of both letters and phone calls.
- A final reminder is sent by recorded delivery to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

7.2. The Local Academy Committee:

- Will prescribe and regularly review the arrangements for debt recovery.
- Must approve any legal action taken.
- Will record all approved action in the minutes of the relevant meeting.
- Will adhere to the privacy arrangements.
- May delegate its responsibilities under this Policy to the School Business Manager.

8. The Process for Pursuing Debts

8.1 **Informal reminder -** Within 2 days of late payment, the debtor will be informally reminded in person, or by text, that they owe money to the school.

8.2. **First reminder letter -** If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor.

8.3. **Second reminder letter -** If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt, should the issue proceed further.

8.4. **Final reminder letter -** If no response is received following the second reminder, the school will send a letter to the debtor advising them that their child's place will be revoked unless payment is received immediately.

8.5. **Possible legal action -** If no payment is made then legal advice will be sought regarding whether to take legal action against the debtor.

9. The Waiving of Debts

9.1 The waiving of debts is at the discretion of the Headteacher and Local Academy Committee. A debt may be waived when it is believed the debtor is experiencing serious financial hardship, or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.

9.2. The Headteacher is authorised to waive debts of up to £100.

9.3. Debts between £100 and £500 will only be waived with the approval of the Local Academy Committee.

9.4. Debts of £500 or more will never be waived.

10. Safeguarding

10.1. We have a Duty of Care to your child. If we have a concern about the Safeguarding of your child, including their attendance, the school will follow the Safeguarding Policy. We

will contact all named adults listed on your child's Admission Form. In some circumstances there may also be the need to contact Social Services.



Arrangements and Fees for Additional Paid Sessions

Parent/Carer Authorisation Form

I have read and understood the Terms and Conditions of attendance and payment as laid out in the Nursery Fees Policy, and agree to abide by the conditions therein.

Child's Name:	
Signed:	(Parent/Carer)
Date:	