

# Charging & Remissions Policy



Policy Document Status			
Date of Policy creation	February 2025	Chair of Governors	Gill Stubbs
Adoption of policy by Governing Board	12 February 2025	Executive Headteacher	Jenny Gascoigne
Inception of new Policy	13 February 2025	Governor Responsibility	Gill Stubbs
Date of policy review	February 2026	Day Care Manager	Shelley Thursfield

## 1. Aims

Our Federation aims to:

- ✓ Have robust, clear processes in place for charging and remissions.
- ✓ Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- ✓ Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## 3. Definitions

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge which would normally be payable.

## 4. Roles and responsibilities

### 4.1 The Governing Board

- ✓ The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.
- ✓ The governing board also has overall responsibility for monitoring the implementation of this policy.
- ✓ In our federation, responsibility for approving the charging and remissions policy has been delegated to Chairman of the Governing Board.

### 4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- ✓ Implementing the charging and remissions policy consistently.
- ✓ Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- ✓ The school will provide staff with appropriate training in relation to this policy and its implementation.

#### 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

#### 5. Where charges cannot be made

Below we set out what we cannot charge for:

##### 5.1 Education

- ✓ Admission applications.
- ✓ Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- ✓ Education provided outside school hours if it is part of:
  - The National Curriculum.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Religious education.
  - Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent.
  - Entry for a prescribed public examination if the pupil has been prepared for it at the school.
  - Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

##### 5.2 Transport

- ✓ Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- ✓ Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.
- ✓ Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- ✓ Transport provided in connection with an educational visit (though a voluntary contribution may be requested).

##### 5.3 Residential visits

- ✓ Education provided on any visit that takes place during school hours.
- ✓ Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Religious education.
- ✓ Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

#### 6. Where charges can be made

Below we set out what we can charge for:

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### 6.1 Education

- ✓ Any materials, books, instruments or equipment, where the child’s parent wishes him or her to own them.
- ✓ Optional extras (see section 6.2).
- ✓ Music and vocal tuition, in limited circumstances (see section 6.3).
- ✓ Certain early years provision.
- ✓ Community facilities.
- ✓ Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

### 6.2 Optional extras

We are able to charge for activities known as ‘optional extras’. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- ✓ The National Curriculum.
- ✓ A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- ✓ Religious education.
- ✓ Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- ✓ Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education).
- ✓ Board and lodging for a pupil on a residential visit.
- ✓ Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

- ✓ Any materials, books, instruments or equipment provided in connection with the optional extra.
- ✓ The cost of buildings and accommodation.
- ✓ Non-teaching staff.
- ✓ Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- ✓ The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- ✓ Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- ✓ Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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- ✓ In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

#### 6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- ✓ If the teaching is an essential part of the National Curriculum.
- ✓ If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- ✓ For a pupil who is looked after by a local authority.

#### 6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

#### 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- ✓ Educational Visits.
- ✓ Sports activities.
- ✓ Educational visitors.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

#### 8. Activities we charge for

We will charge for the following activities:

- Wrockwardine Wood Infant School Extended provision Breakfast Club.

At our extended provision for Breakfast Club, we set our charges in consultation with our parents and this policy is presented to ensure that everyone concerned fully understands our charging structure.

Duration	Time	Cost per session
Monday-Friday Term-Time only	7:30am -8:40am	£2.50

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### Booking and charges

To secure a child's place parents must complete a booking form and pay for sessions in advance. All booking forms must be emailed to the admin team via [A2116@taw.org.uk](mailto:A2116@taw.org.uk). Children will not be allowed to attend breakfast club unless sessions have been booked and paid for in advance. Consideration will be given to parents in receipt of pupil premium.

Notice of any increase in fees- One month.

### Breakfast Club

What is included in this price?

A healthy breakfast with a choice of cereal and milk, fruit, toast and topping, fruit juice, fruit, milk, or water.

Breakfast will stop being served at 8:15am.

Activities include

- ✓ Reading.
- ✓ Board games.
- ✓ Craft activities.
- ✓ Physical activity, e.g. hopscotch, dance, outside play- weather permitting.
- ✓ Quiet space for homework.

### Special Activity Days

- ✓ Breakfast Club will occasionally offer special activities at no extra cost and free taster sessions.

### Wrockwardine Wood Nursery Childcare

Parents who are eligible for 30 hours can access the funding as follows:

- 30 Hours Term-Time (38 weeks).

This entitles parents/carers to 10 x 3-hour sessions per week between 8:45-3:15pm. The funded 30-hour sessions **excludes**, childcare and a meal at lunchtime.

Charges are as follows:

#### Wrockwardine Wood Nursery and Childcare Charges.

Lunchtime	M	T	W	Th	F
Childcare	£3.40	£3.40	£3.40	£3.40	£3.40
Meal	£2.50	£2.50	£2.50	£2.50	£2.50

Parents will pay for a school meal via the cashless system using the Telford and Wrekin website. [https://www.telford.gov.uk/info/20799/pay\\_for\\_school\\_meals](https://www.telford.gov.uk/info/20799/pay_for_school_meals)

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Oakengates Nursery and Childcare Charges June 2024

<b>Baby and Toddler Room Day Care</b> Full Year (51 weeks) or term time (38 weeks)		
<b>Sessions</b>		<b>Rates Per week</b>
Full Day	5 x full days (07:30-18:00) 10.5 hours per day <i>includes breakfast, lunch, and high tea</i>	£315 (£260.44 <i>discount rate for full time, full year</i> )
Short Day	5 x Short Day (8:30-15:30) 7 hours per session <i>includes lunch.</i>	£210
Mornings	5 x mornings (07:30-12:30) 5 hours per session <i>includes breakfast and lunch.</i>	£155
Afternoons	5 x afternoons (12:30-18:00) 5.5 hours per session <i>includes high tea.</i>	
Full day rate =£63.00 inc. breakfast, lunch, and high tea. Hourly Rate £6.00		
<b>Funded Childcare from September 2024 and 2025</b>		
<b>Baby Room</b>		
(from September 2024 up to 15 hours for eligible working families with a child between 9-23 months old) (from September 2025 up to 30 hours for eligible working families from 9 months old to school age)		
<b>Toddler Room</b>		
(From April 2024 up to 15 hours for 38 weeks of the year for eligible working families who have a 2-year-old) (from September 2025 up to 30 hours for 38 weeks of the year for eligible working families who have a 2-year-old)		
<b>Session</b>		<b>Rates</b>
5 x mornings (08:45-11:45) 3 hours exc. breakfast and lunch		Funded
5 x afternoons (12:30-15:30) 3 hours exc. lunch and high tea		Funded
2 days 8:45 to 15:30 including lunch		Funded
Extra non- funded morning session 8:45 to 11:45		3hrs x £6.00 per hour =£18.00 per day
Extra non- funded afternoon session 12:30 to 15:30		3hrs x £6.00 per hour =£18.00 per day
Healthy Snack (20 pence per session)		5 session x 20p = £1.00 per week 10 sessions x 20p =£2.00 per week
<b>Preschool Room</b>		
<b>Sessions</b>		<b>Rates</b>
30 hours for 38 weeks of the year for eligible working families who have a 3-4year-old		Funded
5 x mornings (08:45-11:45) 3 hours exc. breakfast and lunch		Funded
5 x afternoons (12:30-15:30) 3 hours exc. lunch and high tea		Funded
2 days 8:45 to 15:30 including lunch		Funded
Extra non- funded morning session 8:45 to 11:45		3 x £6.00 per hour =£18.00
Extra non- funded afternoon session 12:30 to 15:30		3 x £6.00 per hour =£18.00
Healthy Snack (20 pence per session)		5 session x 20p = £1.00 per week 10 sessions x 20p =£2.00 per week
<b>Wrap Around Care</b>		
<b>Sessions</b>		<b>Rates</b>
Early session (07:30-08:45) 1.25 hours includes a selection of cereals and toast		£6.50

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Midday session (11:45-12:30) 45 mins includes a well-balanced hot meal	£7.00
Late session (15:30-18:00) 2.5 hours includes a high tea	£13.00
<b>Late Collection</b>	
Charge from the end of the session time	£10 every 15 minutes

## 9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- ✓ Income Support
- ✓ Income-based Jobseeker’s Allowance
- ✓ Income-related Employment and Support Allowance
- ✓ Support under part VI of the Immigration and Asylum Act 1999
- ✓ The guaranteed element of Pension Credit
- ✓ Child Tax Credit – provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- ✓ Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- ✓ Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## 10. Monitoring arrangement

The federated School Business Manager monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the School Business Manager and Headteacher. At every review the policy will be approved by the Governing Board.

## Appendix 1

# Parent/Carer Financial Agreement Wrockwardine Wood Infant School and Nursery

I am the parent/carers of \_\_\_\_\_ (print child’s name).

I understand that I have entered into an agreement with Telford and Wrekin Council as detailed below, for my child to attend the nursery. These are the sessions that I have agreed to pay for my child to attend and the costs are as follows: -

**The table of charges below were reviewed by the Governing Board in April 2024 and effective from 1 June 2024.**

Lunchtime	M	T	W	Th	F
Childcare	£3.40	£3.40	£3.40	£3.40	£3.40



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Meal	£2.50	£2.50	£2.50	£2.50	£2.50
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Parents will pay for a school meal via the cashless system using the Telford and Wrekin website. [https://www.telford.gov.uk/info/20799/pay\\_for\\_school\\_meals](https://www.telford.gov.uk/info/20799/pay_for_school_meals)

Total cost for weeks care   £ \_\_\_\_\_ Term Time

**All fees are to be paid monthly in advance.**

**Terms and Conditions of charges**

Charges and remissions are reviewed annually. Parent’s will be given one month’s notice of any changes.

**Payment of charges**

- a) Parents will receive a monthly invoice which is payable a month in advance of childcare provision.
- b) All nursery charges are due by the 7th day each month.
- c) Charges not paid by 7th of the month will be deemed overdue.
- d) Failure to pay your invoice will result in your child’s daycare place or non-funded sessions (breakfast, lunch and after school) sessions being cancelled.

**Process for overdue payment of nursery charges.**

**STAGE 1**

If an invoice is not paid in full within 7 days parents will receive a Stage 1 letter to remind them that their payment is overdue, and their child’s place is at risk.



If non-payment of the invoice continues within 7 days of receipt of the Stage 1 letter, parents will receive a Stage 2 letter withdrawing wrap around provision at lunch time. 30-hour funded places will continue

**Methods of Payment**

Please see below Bank details to make payments directly to the nursery via Bank transfer.

**Sort Code:**

**Bank Account:**

When making payment, please **state your child’s name as a reference.**

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The Governing Board for the Federation will review the Fees and Charges Policy annually.

I have read and understood the terms and conditions set out in the above contract.

**By signing below, I confirm that I agree with the stated terms and conditions for my child to attend the nursery.**

**Signed** ..... **Parent/Carer**

**Print name in full** ..... **Date**.....

Appendix 2

**Parent/Carer Financial Agreement**  
**Baby Room & Toddler Daycare**

I am the parent/carer of \_\_\_\_\_ (print child's name).

I understand that I have entered into an agreement with Telford and Wrekin Council as detailed below, for my child to attend Oakengates Nursery School. These are the sessions that I have agreed to pay for my child to attend and the costs are as follows: -

**The table of charges below were reviewed by the Governing Board in April 2024 and effective from 1 June 2024.**

Session Information	Full Year	Term Time	Monday	Tuesday	Wednesday	Thursday	Friday
5 Full Days Full Year – discounted rate	£260.44	N/A					
Full Day -including Breakfast, Lunch & High Tea	£63.00	£63.00					

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7:30am -6:00pm							
<b>Short Day</b> -including Lunch. 8:30am -3:30pm	£42.00	£42.00					
<b>Morning</b> -including Breakfast & Lunch 7:30am -12:30pm	£31.00	£31.00					
<b>Afternoon</b> -including High Tea 12:30pm -6:00pm	£31.00	£31.00					

<b>Wrap around Daycare provision</b>	<b>Cost</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Early session includes a selection of cereals and toast. 7:30am -8:45am (Breakfast is only served until 8:30am)	£6.50					
Midday session includes a well-balanced hot meal. 11:45am -12:30pm	£7.00					
Late session includes a high tea. 3:30pm -6:00pm	£13.00					

Total cost for weeks care   £ \_\_\_\_\_ **Term Time/Full Year**

**All fees are to be paid monthly in advance.**

**Terms and Conditions of charges**

- a) The nursery charges do not include nappies, baby wipes or formula milk. **You will be required to provide these for your child.**
- b) The nursery charges are to reserve your child’s place and therefore **full charges will be made if your child is absent.**
- c) At Oakengates nursery school a £50.00 deposit is required for day care parents on registration to secure your child’s place.

The deposit will be refunded to the parent/s when the child leaves the nursery provided that: -

- ✓ The parent/s has given a minimum of one month’s written notice to terminate their child’s place.
- ✓ All outstanding fees (including childcare vouchers) have been paid before the child’s last day of attendance.
- ✓ The child has attended nursery for a minimum of three months.
- ✓ The deposit is non-refundable to the parent/s in the event of the child not starting nursery after securing an offered and accepted place.

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- d) At Oakengates nursery school parents/carers who are eligible for funding to pay for their childcare (e.g., college funding/student finance) will be required to have the funding in place **before** your child starts nursery **and** provide the office with evidence of this entitlement
- e) Parents will not be charged for bank holidays or a week at Christmas when the nursery is closed. Session charges will apply for all other calendar days.
- f) If you wish to terminate your child's place, we require **one month's written notice**. Failure by the parent/s to give the provider a minimum of one month's notice, in writing, of termination of services will result in a charge of one month's fees In lieu of notice.
- g) At Oakengates Nursery if you wish to amend your child's sessions, we require **2 weeks'** notice period to action this and put arrangements in place and this will be subject to availability.
- h) If you are late collecting your child from their session, you will be charged £10.00 for every 15 minutes from the end of your child's session. These charges will be added to your next invoice.
- i) Charges and remissions are reviewed annually. Parent's will be given one month's notice of any changes.

### **Payment of charges**

Parents will receive a monthly invoice which is payable a month in advance of childcare provision.

All nursery charges are due by the 7th day each month.

Charges not paid by 7th of the month will be deemed overdue.

Failure to pay your invoice will result in your child's daycare place or non-funded sessions (breakfast, lunch and after school) sessions being cancelled.

### **Process for overdue payment of nursery charges.**

#### **STAGE 1**

If an invoice is not paid in full within 7 days parents will receive a Stage 1 letter to remind them that their payment is overdue, and their child's place is at risk.



#### **STAGE 2**

If non-payment of the invoice continues within 7 days of receipt of the Stage 1 letter, parents will receive a Stage 2 letter withdrawing full day care and wrap around provision. At this stage 15 and 30-hour funded places will continue if no other additional charges are incurred e.g., lunchtime provision.

**Methods of Payment**

Please see below Bank details to make payments directly to the nursery via Bank transfer.

**Sort Code: 40-44-50**

**Bank Account: 81690884**

When making payment, please **state your child’s name as a reference.**

You can also pay using childcare vouchers. You will need to register our details and quote the Ofsted registration number below, with your voucher/funding provider.

The Nursery’s Ofsted registration number is: - **EY554028.**

The Governing Board for the Federation will review the Fees and Charges Policy annually. Please refer to the website to review the charges and remissions policy.

I have read and understood the terms and conditions set out in the above contract.

**By signing below, I confirm that I agree with the stated terms and conditions for my child to attend the nursery.**

**Signed** ..... **Parent/Carer**

**Print name in full** ..... **Date**.....

Appendix 3 **Parent/Carer Financial Agreement**  
**funded provision.**

I am the parent/carer of \_\_\_\_\_ (print child’s name).

I understand that I have entered into an agreement with Telford and Wrekin Council as detailed below, for my child to attend Oakengates Nursery School. These are the sessions that I have agreed to pay for my child to attend and the costs are as follows: -

**The table of charges below were reviewed by the Governing Board in April 2024, effective 1 June 2024.**

<b>Funded Childcare</b>	<b>Cost</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
08:45 – 11:45	£0.00					
12:30 – 15:30	£0.00					
Extra non-funded session – 8:45 – 11:45	£18.00					
Extra non-funded session – 12:30 – 15:30	£18.00					

**Sessions accessed above 15-hour, or 30-hour grant funding will be charged at the above rate.**

Funded sessions and extra non-funded sessions **exclude** early, midday and after school (late session) as these are day-care, chargeable sessions.

All 15 hour and 30-hour funding are applied term time only. Bookings outside of term time will be charged at the

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non-funded and daycare rates.

Snack charge includes provision of milk or water and healthy snack	Cost	Monday	Tuesday	Wednesday	Thursday	Friday
AM session	20p					
PM Session	20p					

Wrap around Daycare provision	Cost	Monday	Tuesday	Wednesday	Thursday	Friday
Early session includes a selection of cereals and toast. 7:30am -8:45am (Breakfast is served until 8:30am)	£6.50					
Midday session includes a well-balanced hot meal. 11:45am -12:30pm	£7.00					
Late session includes a high tea. 15:30pm -18:00pm	£13.00					

Total cost for weeks care    £ \_\_\_\_\_                      Term Time/Full Year

**All fees are to be paid monthly in advance.**

**Terms and Conditions of charge**

a) The nursery charges do not include nappies, baby wipes or formula milk. **You will be required to provide these for your child.**

b) The nursery charges are to reserve your child’s place and therefore **full charges will be made if your child is absent.**

c) At Oakengates nursery school a £50.00 deposit is required for day care parents on registration to secure your child’s place.

The deposit will be refunded to the parent/s when the child leaves the nursery provided that: -

- ✓ The parent/s has given a minimum of one month’s written notice to terminate their child’s place.
- ✓ All outstanding fees (including childcare vouchers) have been paid before the child’s last day of attendance.
- ✓ The child has attended nursery for a minimum of three months.
- ✓ The deposit is non-refundable to the parent/s in the event of the child not starting nursery after securing an offered and accepted place.

d) At Oakengates nursery school parents/carers who are eligible for funding to pay for their childcare (e.g., college funding/student finance) will be required to have the funding in place **before** your child starts nursery **and** provide the office with evidence of this entitlement.

e) Parents will not be charged for bank holidays or a week at Christmas when the nursery is closed. Session charges will apply for all other calendar days.

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f) If you wish to terminate your child's place, we require **one month's written notice**. Failure by the parent/s to give the provider a minimum of one month's notice, in writing, of termination of services will result in a charge of one month's fees In lieu of notice.

g) At Oakengates Nursery if you wish to amend your child's sessions, we require **2 weeks'** notice period to action this and put arrangements in place. and this will be subject to availability.

h) If you are late collecting your child from their session, you will be charged **£10** for every **15 minutes** from the end of your child's session. These charges will be added to your next invoice.

i) Charges and remissions are reviewed annually. Parent's will be given one month's notice of any changes.

### **Payment of charges**

Parents will receive a monthly invoice which is payable a month in advance of childcare provision.

All nursery charges are due by the 7<sup>th</sup> day each month.

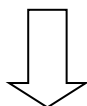
Charges not paid by 7<sup>th</sup> of the month will be deemed overdue.

Failure to pay your invoice will result in your child's daycare place or non-funded sessions (breakfast, lunch and after school (late) sessions being cancelled.

### **Process for overdue payment of nursery charges.**

#### **STAGE 1**

If an invoice is not paid in full within 7 days parents will receive a Stage 1 letter to remind them that their payment is overdue, and their child's place is at risk.



#### **STAGE 2**

If non-payment of the invoice continues within 7 days of receipt of the Stage 1 letter, parents will receive a Stage 2 letter withdrawing full day care and wrap around provision. At this stage 15 and 30-hour funded places will continue in no other additional charges are incurred e.g. lunchtime provision.

### **Methods of Payment**

Please see below Bank details to make payments directly to the nursery via Bank transfer.

**Sort Code: 40-44-50**

**Bank Account: 81690884**

When making payment, please **state your child's name as a reference.**

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You can also pay using childcare vouchers. You will need to register our details and quote the Ofsted registration number below, with your voucher/funding provider.

The Nursery’s Ofsted registration number is: - **EY554028**.

The Governing Board for the Federation will review the Fees and Charges Policy annually. Please refer to the website to review the charges and remissions policy.

I have read and understood the terms and conditions set out in the above contract.

**By signing below, I confirm that I agree with the stated terms and conditions for my child to attend the nursery.**

**Signed** ..... **Parent/Carer**

**Print name in full** ..... **Date**.....

Appendix 4  
Stage 1 Letter

Notification of non-payment of Childcare Fees for the amount of £\_\_\_\_\_

The term of your financial agreement clearly states that payment for childcare must be paid in advance. The terms are that payment must be received within 7 days of the invoice being issued.

Please plan for this debt to be cleared immediately. If payment has not been received within 7 days, then you will run the risk of having your childcare placement cancelled.

If your child is entitled to government funded sessions of 15 hours or 30 hours, your child may be able to access nursery for these hours. However, your child will not be able to access any additional childcare elements such as the lunchtime provision.

Should you wish to set up a standing order to pay your monthly childcare fees please do so using the details below. Please use your child’s name as a reference.

HSBC Bank  
Sort Code:  
Account No.

Appendix 5

Stage 2 Letter

Ref: Non-payment of childcare fees in full and withdrawal of childcare

On\_\_\_\_\_ were sent a Stage 1 letter informing you of the non-payment of childcare fees in full for the month of \_\_\_\_\_



'Love, Laugh, Learn'  
Resourcefulness, Resilience, Reciprocity, Reflectiveness

As the invoice has not been paid so you have now failed to meet the terms of your financial agreement. As payment has not been made in full your childcare has been withdrawn with immediate effect.

If your child is entitled to government funded sessions of 15 hours or 30 hours, your child may be able to access nursery for these hours. However, your child will not be able to access any additional childcare elements such as the lunchtime provision.

To clear this debt, please do so using the details below. Please use your child's name as a reference

HSBC Bank

Sort Code:

Account No.

Help and support with debt

<https://www.citizensadvice.org.uk/debt-and-money/help-with-debt/>