



Nursery Fees Policy

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Statement of intent

St Mary & All Saints CoE (Aided) Primary School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We aim to:

- provide a broad and balanced curriculum with reference to the guidance provided in the Early Years Foundation Stage
- provide an environment that develops lively enquiring minds and an enthusiasm for learning
- recognise children as individuals and build upon their successes
- enabling children to feel valued and respected so they can be confident and secure: willing to seek help in the understanding that overcoming difficulty is part of the learning process
- developing, through example and explanation, a sense of responsibility, self-discipline and respect for: one another; the School; and the community
- encouraging aesthetic and spiritual awareness
- ensuring that children, staff, parents, governors and the community feel a sense of belonging and ownership and take a pride in our School.

We will work with parents to claim benefit entitlement related to nursery fees such as Working Tax Credits.

This Nursery Fees Policy has been established 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 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.

This policy contains references to the 30 hours' free childcare provision that comes into effect on 1 September 2017. Prior to this date, schools may encourage parents to [pre-register](#) for the scheme; however, references to the scheme do not reflect current practice and schools should continue to abide by the existing 15-hour limit.

1. Legal framework

- 1.1. This policy has due regard to legislation and statutory guidance including, but not limited to:
- Children Act 2006
 - Children Act 2016
 - Data Protection Act 1998
 - The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended in 2016)
 - The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
 - As of 1 September 2017 DfE (2017) 'Early education and childcare'

2. Fees

- 2.1. St Mary & All Saints CoE (Aided) Primary School charges parents for care provided outside of the:
- Universal 15 hours free provision a week for all three- to four-year-olds.
 - Extended 30 hours free provision a week for three- to four-year-olds, where eligible.
- 2.2. The charges are as follows:
- £ 7.50 per additional session
 - £ 2.00 for lunch time supervision and £ 1.50 for each lunch provided
- 2.3. Parents will book the required sessions for each week in advance.

3. Eligibility for 30 hours free childcare

- 3.1. Parents of three- and four-year-olds must meet one or more of the following criteria in order to be eligible for the extended 30 free hours of care:
- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they don't need to meet the income criteria for 12 months)
 - The parent should be seeking the free childcare to enable them to work
 - One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
 - One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
 - If a non-EEA national, the parent has recourse to public funds.

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- 3.2. Parents should check their eligibility for the scheme by using the government's [Childcare Choices](#) website or the [Childcare Calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.
- 3.3. Eligible parents must provide the school with their unique code, National Insurance number and child's date of birth, along with written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code.
- 3.4. The school will **retain digital copies** of documentation to enable the LA to undertake audits and fraud investigations; however, as per the Data Protection Act 1998, it will be stored securely and deleted when there is no longer any good reason to keep the data.
- 3.5. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.
- 3.6. A child who becomes ineligible during the first half of a funding block will be funded until the end of that following funding block or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.7. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

4. Payment information

- 4.1. Payments should be made in advance on Monday mornings for all non-statutory sessions and lunches, which parents have booked for their child that week.
- 4.2. Payments will be made by cheque or cash at the school office. Cheques will be made payable to St Mary & All Saints Primary School.
- 4.3. If a parent issues a cheque that cannot be cashed, a £10 fine will be issued and all future payments must be made in cash.
- 4.4. Online payment direct into the school's bank account is also permissible. To obtain the details and discuss the procedure, contact the school office.
- 4.5. Payment is required when a child is on holiday or absent due to illness as the nursery must hold the child's place during this period and staff rotas are set on a monthly basis.
- 4.6. If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees will need to be paid for the period. The nursery's decision is final.
- 4.7. 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.
- 4.8. One month's notice and payment will be required to withdraw your child from the nursery.

5. Late collection

- 5.1. 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.

6. Difficulty with payments

- 6.1. St Mary & All Saints CoE (Aided) Primary School will work with parents to ensure all avenues for assistance with payments are explored.
- 6.2. 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 Mr R van der Merwe, the Business Manager, as early as possible, to reach a suitable arrangement for both parties.

7. Debt collection

- 7.1. The governing board has a duty to ensure the school receives all the funds to which it is entitled, including nursery fees.
- 7.2. The governing board will not write off any debt which exceeds £100.
- 7.3. A full record will be kept of debts owed to the school for seven years. This will include all letters requesting money, reminders and invoices.

8. Roles and responsibilities regarding debt collection

- 8.1. The headteacher 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.
- 8.2. The governing board:
 - 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 Business Manager.

9. The process for pursuing debts

- 9.1. Informal reminder – Within two days of late payment, the debtor will be informally reminded in person or by telephone that they owe money to the school.
- 9.2. 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.
- 9.3. 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.
- 9.4. Final reminder letter - If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to the LA to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.
- 9.5. Possible legal action – If no payment is made, the LA will decide whether to take legal action against the debtor.

10. The waiving of debts

- 10.1. The waiving of debts is at the discretion of the headteacher and the governing board.
- 10.2. 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.
- 10.3. The headteacher is authorised to waive debts off up to £100.
- 10.4. Debts over £100 will only be waived with the approval of the governing board. Debts of £500 or more will never be waived.

Letter to Parents: 30 Hours Free Childcare

Address line one
Address line two
City/town
Postcode
Date

Re: 30 hours extended early years entitlement for eligible three- and four-year-olds

Dear parents,

From 1 September 2017, the current universal free childcare entitlement for three- and four-year-olds will be extended from 15 to 30 hours per week for certain working parents.

The eligibility criteria which parents will need to meet one or more of are:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a ‘start up’ period – i.e. newly self-employed – in which case they don’t need to meet the income criteria for 12 months)
- The parent should be seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-EEA national, the parent has recourse to public funds

You can check your eligibility by using the government’s [Childcare Choices](#) website or the [Childcare Calculator](#). If you are eligible, you will be directed to the digital childcare service to apply and receive your unique eligibility code.

We will need this code, together with your National Insurance Number and child’s date of birth, to enable us to verify your eligibility with the DfE’s Eligibility Checking System. Please complete and return the below cut-off slip to the **school office by the end of the Summer term**, indicating whether you consent to your data being used in this way and, if consent is given, providing the requisite information.

Yours faithfully,

✂.....

Full name:	
I consent to my personal data being used for the DfE’s Eligibility Checking Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you indicated ‘Yes’ above, please provide us with the below information.

Unique eligibility code:	
National Insurance Number:	
Child’s date of birth	

