



Nursery Fees Policy

2023 - 2024

Dated: Autumn Term 2023

Review Date: Autumn Term 2024

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.

Statement of Intent

Firs Primary School aims to provide a nursery experience for children that 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.

Funded Early Years Education Entitlement (FEEE)

Firs 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 3 rd Birthday).
1st September and 31st December (inclusive)	1st January (or from the start of the Spring term following their 3 rd Birthday, if spaces are available).
1st January and 31st March (inclusive)	1st April (or the start of the Summer term following their 3 rd Birthday, if spaces are available).

However, we are also able to offer places to children who are eligible for 2-year old funding from their 3rd Birthday, known as a 'Rising 3's'.

Eligible Birth Dates - Rising 3's:

A child born between:	Will be eligible for a free place from:
1st September and 31st December (inclusive)	1st September (if the child has their 3 rd Birthday during this term).
1st January and 31st March (inclusive)	1st January (if the child has their 3 rd Birthday during this term).
1st April and 31st August (inclusive)	At the beginning of the Summer term - ie after the Easter break (if the child has their 3 rd Birthday during this term).

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.

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 £15.00 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
5 x mornings	8:45am	11:45am
5 x afternoons	12:30pm	3:30pm
Full days x Mon / Tues + Wed am	8:45am	3.30pm 11:45am
Wed pm + Full days x Thurs / Fri	12:30pm	3.30pm 3:30pm
Full day in Nursery:	8:45am	3:30pm
Lunch Break - where applicable:	11:45am	12:30pm

All full days include a school dinner; please note that this is not covered by the 15 or 30 hours funding entitlement.

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

1. Fees

- 1.1. Firs Primary School only charges parents for care provided outside of the 15 hour statutory provision or 30 hour extended entitlement (where applicable).
- 1.2. Parents are required to book sessions for each week in advance.
- 1.3. Our fees are £15 per additional session (3 hours).
- 1.4. In addition, we charge £3.25 for a school meal, unless your child has a Free School Meal Entitlement; details available from the School Office.

2. Payment Information

- 2.1. Payments will be paid weekly at the beginning of each week.
- 2.2. 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.
- 2.3. Payments can be made by cheque or cash at the school office. Cheques will be made payable to 'Firs Primary School'.
- 2.4. If a parent issues a cheque that cannot be cashed, a £10 fine will be issued.
- 2.5. Payment is not required when a child is on holiday, or absent due to illness. In such cases any payments already made will be carried forward to the following week.
- 2.6. If a child is absent for a long period due to illness, the Nursery will decide whether or not the placement can be kept open.
- 2.7. 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.

3. Late Collection

- 3.1. 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.

4. Difficulty with Payments

4.1. Firs 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.

5. Debt Collection

5.1. The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including Nursery fees.

5.2. The Governing Body will not write off any debt which exceeds £500.

5.3. A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.

5.4. 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 such action.

6. Roles and Responsibilities Regarding Debt Collection

6.1. 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.

6.2. The Governing Body:

- 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.

7. The Process for Pursuing Debts

- 7.1. **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.
- 7.2. **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.
- 7.3. **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.
- 7.4. **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.
- 7.5. **Possible legal action** - If no payment is made then legal advice will be sought regarding whether to take legal action against the debtor.

8. The Waiving of Debts

- 8.1. The waiving of debts is at the discretion of the Headteacher and Governing Body. 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.
- 8.2. The Headteacher is authorised to waive debts of up to £100.
- 8.3. Debts between £100 and £500 will only be waived with the approval of the Governing Body.
- 8.4. Debts of £500 or more will never be waived.

9. Safeguarding

- 9.1. 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:	

