



Netherbrook Primary School and Nethertots Nursery Fee Paying Policy

Aim

Netherbrook Primary School and Nethertots Nursery aims to provide a fair and transparent admissions system. The fee structure will be applied fairly and consistently.

Fees

Netherbrook Primary School and Nethertots Nursery understands that the cost of childcare places a large financial commitment on the parent/carer. However the cost of organising, providing and running a childcare service for children are high, and we must ensure that fees collected enable the provision to remain viable and to sustain the high quality that is offered at Netherbrook Primary School and Nethertots Nursery.

The level of fees will be set by Netherbrook Primary School and reviewed annually. If a new fee level is felt necessary to maintain standards at the provision, we will give parents/carers at least one month notice of any change in the level of fees or charges.

Netherbrook Primary School and Nethertots Nursery charge £15 per session. The sessions run as either a morning from 9:00am – 12:00pm or an afternoon 12.30pm - 3.30pm. A healthy snack is included in the price.

Some children may be eligible for 'Time for Twos' funding if in receipt of certain benefits. This will be discussed with parents/carers at the earliest opportunity during the admissions process.

Payment of fees can be made weekly, monthly or termly before or on your child's last session.

Payment should be made by cheque (made payable to Netherbrook Primary School) or in cash and paid in at the main school office. Parents/carers must sign their allocated payment card when cheque or cash is handed over as receipt of payment.

Payments **MUST NOT** be given to the child to hand in and the Nursery will not accept responsibility for lost payments that have been handed to a child.

If children are absent from Nursery due to illness, if parents/carers choose to holiday during term time and miss their child's sessions on the days that they would usually attend or for any other reason fees will still be charged for sessions they did not attend. If children do not settle and staff feel a reduced session is appropriate for the children's wellbeing, a full session will be charged to keep the child's space in Nursery.

Alternative payment arrangements may be considered, following consultation with the EYFS Assistant Head teacher and/or Head Teacher of Netherbrook Primary School, this will only be for a limited period of time if a family is experiencing difficulties and it is in the best interests of the child for the place to continue.

30 Hour Nursery Provision

When parents are claiming additional hours of free Government funded Nursery places, it is the **parent's responsibility** to ensure the eligibility code is applied for and validated termly. Please check your portal often to ensure deadlines are not missed. Your validation end date is the time scale you have to revalidate your code for the next term. If revalidation of the code has not occurred, you will need to reapply for your eligibility code in order to access 30 hour provision within the grace period. If the grace period has expired, you **WILL NOT** be eligible for 30 hour provision and fees for the previous term **MUST** be back paid to the grace period start date. Due to the high costs of maintaining staffing ratios and resources, Netherbrook Primary School and Nethertots Nursery will always claim these expenses back from parents, as otherwise this loss of earnings will jeopardise our ability to continue to operate our Nursery provision.

If you are unable to access 30 hour provision due to not revalidating your code termly or no longer being eligible, you will have the option of paying for the extra 15 hour provision at a cost of £15 per session (see fees section) therefore keeping your 30 hour place. If you choose not to pay for the extra 15 hours, your child will be entitled to 15 hour provision with either a morning or afternoon session and your child's name will be added to the 30 hour provision waiting list if you wish to reapply for the funded places.

Occasional Use

Netherbrook Primary School understands that sometimes emergency situations may arise, and if there is availability children may attend the settings on a casual daily basis. Casual users may only use the setting providing there is an appropriate ratio of adults to children. Occasional users must already be registered and currently attending Nursery so that all relevant paperwork is in place. The same fee structures and procedures apply for occasional use.

Please note that all payments are non-refundable, and child absences and holidays taken within term-time must be paid for to ensure the sustainability and viability of Nursery.

Fee Paying Agreement

I agree to be bound by the terms and conditions of this Fee Paying Policy and accept a place for my child.

Child's Name _____ Parent's Name _____

Signature _____ Date _____

Staff Signature _____ Date _____