

# Portesham Primary School Foundation Stage Unit - Busy Bees

## FEE PAYING POLICY

Fees are payable in monthly in advance, although pre visits to Busy Bees, will be free of charge. Invoices are prepared monthly.

Please note that once your child starts, should you choose to withdraw her/him from the session for any reason including non attendance through illness, you will be obliged to pay.

Should you decide you no longer need your place, payment will still be required until the end of that half term. A month's notice is required for withdrawal of children from a place.

In extenuating circumstances the Governing Body look at negotiating a payment plan. Should you have any concerns about your ability to pay, please contact the school office immediately.

If fees are outstanding, and communication has failed, in line with the school policy we will proceed against debtors and exclude children where fees have not been paid.

### *Free Early Learning & Childcare Funding for 3 and 4 year olds*

The local authority provides free Early learning & Childcare places for all three and four year old children within Dorset. This funding begins at the start of the term following your child's third birthday and continues until the end of the term in which they turn five or when they start state school which ever comes first. Your child will be entitled to a maximum of 15 hours per week which will be paid for by the Early Learning & Childcare Funding provided by the local authority.

You may be asked to pay for additional services such as hot school meals, snacks & drinks, trips etc. These services are optional during your child's free hours and you may "opt out".

Additional sessions and services may be available outside of your child's funding entitlement, for which you will be charged in full.