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PRE-SCHOOL CHARGING POLICY

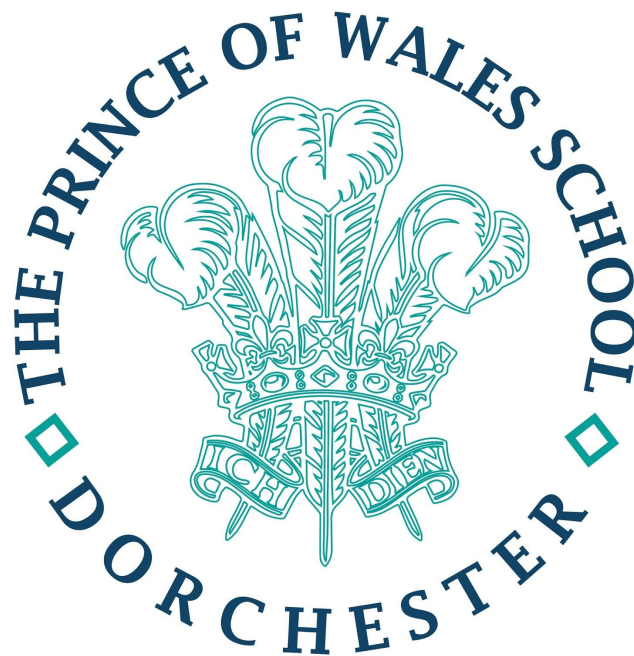
Date formally approved by the Full Governing Body	Pending Approval - Tuesday 6th March 2018
Name of Authorisation Signatory	Chair of Governors - Mr Martin Butcher
Signatory and Date	 Tuesday 6th March 2018

Dorset Model Policy	N/A
Next Review Date	March 2020

Responsible for implementation and monitoring	Gary Spracklen - Headteacher Julia Nineham - Pre-School Leader Timothy Emerton - Link Governor: Finance All Staff, Volunteers and Governors
Other relevant policies	School Wide Charging and Remissions Policy

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The Prince of Wales School



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PRE-SCHOOL CHARGING POLICY

Adopted by the Governing Body on Tuesday 6th March 2018

Payment of Fees

The Pre-school have strict expectations from parents for the payment of fees, **which must be paid by the end of the first week of each half term**. Non payment of fees, including any outstanding debts will result in the loss of your child's place.

Recovery of any outstanding debt needs to be agreed by a Senior Member of the Pre-School Team, either Gary Spracklen (Headteacher), Julia Nineham (Pre-school Leader) or Caroline Trim (Administration Officer).

A payment plan can be arranged to assist in the repayment of these debts. This will list payment amounts and due dates and be agreed by both parties. Failure to keep to this agreed payment plan will result in the loss of your child's place and referral to the Finance Department.

In cases of hardship or ill health please speak to a member of the team as outlined above; this will be dealt with in the strictest confidence.

Fees

The current cost is £4.00 per hour which will be reviewed annually. The sessions can be booked as follows:

Session	Cost £4.00 per hour	Extras £1.50 (morning) £3.00 (all Day)	Total
1. 9.00am –12.00pm	£12.00	£1.50	£13.50
2. 9.00am – 1.00pm (includes lunch session please see note)	£16.00	£1.50	£17.50
3. 9.00am – 3.30pm	£26.00	£3.00	£29.00

An invoice is sent home at the end of each half term for payment at the beginning of the following half term, payment must be made the first week back, **and fees are payable in advance and not arrears**.

Fees are to be paid regardless of your child not attending due to illness, holiday or not turning up. Non-payment of fees will result in the loss of your child's place.

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Note: Session 2 - please provide a packed lunch or book and pay for a hot lunch online at www.myschoolmeals.co.uk/Account/Register. This will be at an additional cost of £2.30 which you will need to pay direct to Local Food Links.

(You will need a unique code which can be obtained from the Pre-School Administrator)

Extras Fee

Extras fee covers additional services provided such as:

- Additional specialist activities
- Cooking and Gardening Activities
- Snacks
- Books, Games and Puzzles which children take home
- Wipes and Sun Cream
- Changing bags (Year 2)
- Outings (Year 2)

The cost is £1.50 per morning session or £3.00 all day. (Reviewed Annually)

Returned Cheques

If for any reason a cheque is returned by the bank as unpaid it is the responsibility of the parent to contact the pre-school immediately to re-arrange payment.

Government Grant Funding

As you will be aware the Government Grant funding for the term after your child's third birthday entitles families to 15 hours free childcare per week. This has now been increased to 30 hours per week for eligible families. These hours can be used to pay for your child's sessions (excluding breakfast and afterschool club and extras).

Although Pre-School are open for 30 hours per week we are governed by staff to children ratios and room capacity, this means that we will do our best to accommodate parents required sessions but 30 hours cannot be guaranteed per child.

All requests will be dealt with on a first come first served basis.

Please visit <https://www.dorsetforyou.gov.uk/childcare/30-hours-free/apply> to check your eligibility for 30 hours.

On this website you will find all the information you need to register/apply and receive sign up alerts.

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Fee Agreement:

Parent name:Name of Child:
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I have read the attached Charging Policy and understand that fees must be paid in the first week of each half term and that if I default in paying I will be referred to the Finance Department and risk losing my child's place.

Signed (Parent/Guardian)

Date: