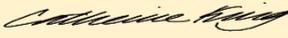




**Comper Foundation Stage School**  
**Fee & Fee Arrears Policy**  
**2021-2022**

<b>Updated:</b>	October 2021	
<b>Review:</b>	October 2022	
<b>Signed CoG</b>		Date: October 2021
<b>Print CoG</b>	JESPER EKELUND	Date: October 2021
<b>Signed HT</b>		Date: October 2021
<b>Print HT</b>	CATHERINE KING	Date: October 2021



**www.comper.org.uk**  
Hertford Street, Oxford OX4 3AJ Tel: 01865 245768  
Office email: [office@comper.oxon.sch.uk](mailto:office@comper.oxon.sch.uk)  
Headteacher: Catherine King



All fees for daycare and nursery must be paid in advance and within 14 days of receipt of your invoice. Fees for our Holiday Club must be paid at the time your child's place is confirmed.

Lunch fees are invoiced and payment is required within 14 days of receipt of your invoice.

Fees may be paid in the following ways:

### **How to pay:**

- Via BACS  
Lloyds Bank account: **OCC Comper Foundation Stage School**  
Bank Account no: **00677405**  
Sort Code: **30-00-02**
- Via Employer Childcare Voucher Schemes
- Via Tax-Free Childcare Government Scheme

You may be entitled to Working Tax Credit which may cover up to 70% of your childcare fees, as long as your childcare costs are not more than: £175 per week for one child or £300 per week for two or more children. Please visit [www.gov.uk/working-tax-credit](http://www.gov.uk/working-tax-credit) to find out more details.

### **How the fees are set:**

- The fees that we charge cover the costs of caring for your child. They also cover such things as staff salaries, heating and lighting, snacks, spare nappies, milk, educational and play equipment.
- Daycare/ Nursery are not profit making and any surpluses made will be reinvested back into the Daycare/ Nursery.

### **Changes to your childcare fees:**

We review our childcare fees annually and we will give you at least one month's notice of any changes to our fees.

### **If you are having money difficulties:**

If you are having difficulty paying your fees you must contact the Comper office as soon as possible. We will do what we can to help. For example we can arrange for you to pay any arrears in manageable instalments and accept weekly payments rather than monthly.



**www.comper.org.uk**  
Hertford Street, Oxford OX4 3AJ Tel: 01865 245768  
Office email: [office@comper.oxon.sch.uk](mailto:office@comper.oxon.sch.uk)  
Headteacher: Catherine King



Organisations that can give you free financial advice include:

**Oxford Citizens Advice Bureau**

95-96 St. Aldates  
Oxford  
Tel: 0808 278 7909

**National Debtline**

Tel. 0808 808 4000  
Or visit [www.nationaldebtline.co.org](http://www.nationaldebtline.co.org)

**Barton Advice Centre**

Barton Neighbourhood Centre  
Underhill Circus  
Headington, Oxford  
Tel: 01865 744165

**Comper Fee Arrears**

**If fees remain outstanding the following action will be taken:**

1. If your fees are outstanding for more than 14 days (or 7 days in respect of Holiday Club fees), Comper will contact you by e-mail (1st reminder) to advise you of your outstanding fees. You shall be asked to make payment within 7 working days or to come and discuss the matter further.
2. If the matter is discussed further and an alternative payment plan devised, then Comper will make weekly checks to ensure that this payment plan is being followed and regular payments being made. Failure to stick to the payment plan will result in a 2nd and final reminder before legal action could be taken.
3. If, within 7 days after your first reminder, you fail to make your required payment or come in to discuss the matter, for childcare fees Comper shall send a second and final reminder giving you 7 working days' notice of termination of your child(ren)s place(s) in Daycare/ Nursery, Holiday Club or Breakfast/ Afterschool club.
4. If after the 2nd and final reminder, the outstanding childcare fees have still not been paid then your child(ren)'s place(s) will be withdrawn, and your debt referred to the Oxfordshire County Council solicitors for appropriate action.
5. Re-admission to Daycare/ Nursery/ Breakfast / Afterschool club or our Holiday Club, once outstanding fees have been paid, shall be subject to the admissions policy and to availability.