



Wychbold First and Nursery School Nursery Fees and Payment policy

Aim:

To ensure that parents and prospective parents are aware of and understand the costs and methods by which fees can be paid.

To inform parents when the pricing structures are reviewed and when any increase to fees are likely to be applied.

Free Places

All 3 year old children in England are entitled to **15 hours free provision** in a Nursery or other Childcare provider. At Wychbold, parents can access their free 15 hours to suit their circumstances and may choose half day or whole day sessions. There are two sessions a day, each lasting for 3 hours. If our Nursery is not full, parents can choose to top up their free hours with additional sessions. Wychbold Nursery can admit Rising Three's pupils in the half term they will be 3 years old. All Rising Three's sessions will be charged as they will not be eligible for their free funding.

Session Times:

8.55am – 11.55am 12pm – 3pm

Morning and afternoon sessions can be taken separately or as a whole day.

Fees

A fee is charged for each additional 3 hour session that your child attends the nursery.

Our fees are set and reviewed annually by the Governing Body.

Costs are kept to a minimum but need to cover staffing and resources.

Charging Procedures

- Fees are due half termly, in advance.
- Invoices are sent out at least 2 weeks before the payment due date.
- Payments are accepted through the 'Payments for Schools' online payment system. In exceptional circumstances cash will be accepted but this is at the discretion of the Headteacher.
- If payment is late, a reminder will be sent after 3 days. If payment is not received after 10 days of the payment date, attendance at any additional sessions will be cancelled and procedures will be implemented to recover the outstanding costs.
- Fees are not refundable due to sickness, holidays (unless half a term prior notification), withdrawal (one months notice must be given), accident or the closing of the school due to an epidemic or any circumstances beyond the control of the school e.g. Snow.
- If a child is collected more than 10 minutes late from the end of a session, an additional £5 charge will be added for each separate occasion. This charge is to cover additional staffing costs incurred.
- If parents/guardians are experiencing financial difficulty they are encouraged to speak to the Headteacher, who may consider alternative payment options.

Review:

Autumn 2013