



# Stanbridge Lower School

## **Pre-school Fees and Collection of School Fees** **Policy**

**Reviewed February 2015**

### **1. AIMS AND PURPOSES**

- 1.1 To ensure all Pre-school sessions are charged for or funded or part funded/charged as appropriate for up to 15 hours each week.
- 1.2 To ensure Nursery Education Forms are completed termly in order to facilitate the correct funding or charging of Pre-school sessions.
- 1.3 We aim to provide all parents/carers with information about funding and charging on a termly basis or as they enter Pre-school. This will be co-ordinated by the Pre-school Leader.
- 1.4 The Pre-school Leader will inform the school office who is funded, charged or part funded/charged each term.
- 1.5 All Pre-school fees will be paid into the school's main budget and vired to the correct expenditure budget eg Pre-school as required.

### **2. PRE-SCHOOL FEES**

- 2.1 All children who are not eligible for funding will be charged a fixed fee of £12.00 per session until they become eligible.
- 2.2 When children are eligible for funding, the term after their 3<sup>rd</sup> birthday, and parents choose to purchase extra sessions these will be charged at a fixed rate of £12.00 per session. A morning or afternoon session will be charged at the same rate of £12.00 per session.
- 2.3 All fees are subject to change and parents will be notified in writing prior to the change in fees.
- 2.4 Once sessions are allocated they must be paid for whether your child attends the sessions or not. The only time this does not apply is if the school is closed for any reason.
- 2.5 Fees must be paid for in advance and all parents will be issued with an invoice at the beginning of each half term stating how much they owe for that half term. All fees must be paid within two weeks of invoicing.
- 2.6 Fees can be paid by cheque. All cheques to be made payable to Central Bedfordshire Council.
- 2.7 All fees must be paid at the school office. The school office will issue you with a receipt.
- 2.8 Failure to pay fees could result in the loss of your child's session and the debt forwarded to our legal department in Central Bedfordshire for action.

### **3. NOTICE OF DEPARTURE**

3.1 We require a minimum of two weeks paid notice if you decide to take your child out of Pre-school for any reason.

### **4. SPECIAL CIRCUMSTANCES**

4.1 It is our policy to work in partnership with parents and give support wherever necessary. If your circumstances are giving you cause for concern then please speak directly to the Pre-school Leader as soon as possible. All information will be treated with confidence.

### **5. LINKS TO OTHER DOCUMENTS/POLICIES**

5.1 This policy links to the following

- Parents Agreement for Pre-school Fees and Collection of Fees
- Charges and Remissions policy at Stanbridge Lower School

The school's policy will be reviewed when:

- Two years have elapsed.
- There has been a significant change in staffing or pupil intake.
- There has been a significant change in Government guidelines

**Stanbridge Governing Body**  
**February 2015**

This policy was ratified by the full governing body.

Date of Meeting: .....

Signed ..... Chair of Governors.