

St JOHN'S MEAD PRIMARY SCHOOL

FEES POLICY 2011/2012

AIM

St John's Mead Nursery aims to provide value for money in an appropriate environment for children to develop early social and intellectual skills in accordance with the Key Principles which run through the EYFS.

FEES OVERVIEW

Children over the age of 3 are entitled to 15 hours per week of free nursery provision from the term following their third birthday. The 15 hours is equivalent to 5 sessions at St John's Mead Nursery Class. Any extra sessions required would be subject to a charge, currently £8.50 per session. Once a child is 3 they may attend nursery for the rest of that term and sessions would be paid for by the parents. Sessions run from 8.45 am to 11.45 am and 12.30 pm to 3.30 pm.

REGISTRATION FEE

- A non-refundable registration fee of £10.00 must be paid when accepting any offer of a place at St John's Mead Nursery; this registration fee is non-refundable and will include a T-shirt once your child starts attending.
- An invoice for the registration fee will be sent to you with the offer of your child's place at the Nursery in term 6 of the 2011/12 academic year.
- Any offer of a place at St John's Mead Nursery will not be considered binding until the registration fee has been received.

FEES

- Nursery fees for the 2011/12 academic year are £10.50 per session per child and are payable *in advance*. The Nursery Administrator will issue an invoice at the start of the preceding term and fees can be paid in cash or by cheque (made payable to 'South Gloucestershire Council') monthly or termly as agreed at the start of the year. *NB Any child due to start Nursery in term 1 of the 2011/12 academic year will be sent an invoice for their term 1 fees in term 6 of the 2011/12 academic year.*
- On receiving the payment, the Administrator will issue a receipt.
- If you wish to stop your child's attendance at Nursery then you need to give 4 weeks notice, in writing, of the date you intend to withdraw your child, otherwise you may be liable for any fees for the following term.

The School will review Nursery fees on an annual basis in the summer term. Any increase will take effect from the start of the new academic year in September.

If you are going away on holiday you must notify the Nursery staff of the dates your child will be away from their sessions in advance and in writing. All children in receipt of 15 hours free entitlement can only be away for a maximum of two weeks and still claim grant money. If your holiday exceeds this given period a child may not be eligible to claim free funding for the full period and may be required to pay for the sessions missed.

Payment of fees for other absences

Children missing Nursery due to family holidays will have to pay for any sessions in excess of 5 sessions. If your child is absent due to illness fees have to be paid. The only exceptions will be hospital/paediatric appointments. Parents may be asked to provide evidence.

NON-PAYMENT OF FEES/TOP-UP FEES

In the event of non-payment of fees the following steps will be taken:

- A written reminder from the Administrator will be sent to the parent if fees have not been paid in advance of the term to which they apply.
- A parent may apply to the Administrator in advance to pay fees due on an instalment basis. Terms must be agreed between the Administrator and the parent.
- If fees remain unpaid by the deadline date given, the school reserves the right to exclude the child from Nursery until fees are paid in full. The Administrator will notify parents of this. (NB If a child is excluded from Nursery the place may be offered to another child and it may not be possible for the excluded child to return to Nursery for the same sessions).

FREE PROVISION

Nursery offer 39 weeks per year of free provision. If the Nursery is closed on a day that your child normally attends, you are welcome to bring him/her in on another day in the same week by arrangement with the Nursery staff.

This Policy was approved by the Governors on 10th May 2011.

This Policy covers the period from 1st September 2011 to 20th July 2012. It will be reviewed in May 2012.