



**Westbury-on-Severn  
CE Primary School**

**Westbury-on-Severn Church of England  
Primary School and Preschool**

**Fees and Nursery Grants Policy**

WRITTEN: - July 2020

REVIEW PERIOD: - Annually

NEXT REVIEW DUE: - September 2021

RESPONSIBILITY FOR REVIEW: -Head teacher, Finance Governor - Governors to approve

# Fees and Nursery Grants Policy

## Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

## Procedure

The School Administrator has the current details of rates. Fees are not charged for in-service days or holidays. There are 3 terms: approximately September to December, January to April and May to July.

## Notice of changes

Staff are employed on a term in advance basis and as such a **full term (12 weeks) notice is required** if your child is leaving nursery. If less notice is given, we still require payment for the notice period and/or nursery grants claimed. A full term's notice is also required if a child is to **reduce** hours. If less notice is given, we still require payment for the notice period. Increasing hours will be at the discretion of management and the availability of staff.

The term's notice applies to children on Nursery Grant or paying fees. Last notice dates are 31<sup>st</sup> Dec for 1<sup>st</sup> April, 31<sup>st</sup> March for 1<sup>st</sup> September and 31<sup>st</sup> August for 1<sup>st</sup> January. **Please be aware of these cut off points** when planning your child's changes in Education. You will be liable for fees/nursery grant up to these notice points even if your child leaves beforehand.

## Invoices

Fees will be invoiced via email at three periods in the year. **These invoices will cover the child's regular hours of attendance and include a voluntary contribution for snacks and any extras.** You may opt out of these extras. Fees are charged a term in advance, to allow management to employ and rota staff appropriately. **Any extra hours taken during term time will be added to the next term's fees. In the case of those children leaving Westbury-on-Severn Church of England Primary School Preschool at the end of the Summer Term an invoice will be sent as and when charges occur.**

**Fees are invoiced from the child's start date. On the start date parents may stay and play with their child if this is deemed necessary for settling the child into Preschool. On the second date, the child should stay without their parent and a personalised induction programme is agreed between the key person and parents.**

In the event that parents wish to pay in installments, this will be acceptable only if agreed with the school Administrator.

## Nursery Grants

Parents can apply for Nursery Education Grants to give their child up to 15 free hours of nursery education a week at preschools. Nursery grants will be automatically applied to your child in the term **AFTER** they are 3 years old. If your child attends more than two settings the County Council will allocate the free 15 hours according to their rules. This allocation will be indicated on your invoice.

The Nursery grant will be used to give children their entitled free hours. The Nursery will not take the amount off of your child's invoice total, but will actually allocate the free hours and then charge at the fee rate for the rest of the hours not covered under the free entitlement. This has been set at £5 per hour.

Where funding is not received, then fees apply. **Prompt collection of your child is requested at the end of their session. Fees will be charged at £1 per 15 minutes after session time if your child is not collected.**

### **Fees unpaid and arrears**

**Any fees unpaid after the invoice date will be charged at £1 a session/week.** We hope you will appreciate that we are unable to allow fees to slip into arrears. Failure to pay the fees on time will result in the loss of your child's place. If fees are outstanding, and if no payment is made within 7 days, we will refuse the entry of that child to Preschool and start debt collection procedures. We do not want this to happen and will always work compassionately to avoid this. If you feel that your financial situation is a concern to you, due to unexpected or unforeseen circumstances, then please come and speak to us. Any fees unpaid by the end of term will result in debt collection, and any expenses this incurs will be added to fees.

### **Fees during Absence**

If your child is absent from Preschool during term time due to sickness or holiday the full fee must be paid for the place. Under exceptional circumstances arrangements will be made to reduce fees to a holding amount only.

### **Nursery Holidays and Closures**

We are open for 38 weeks per year. The holidays are fixed and fall within the school's existing term dates and holidays at Christmas, Easter, and Whitsun and Summer. We will notify you each September of these dates. Each year we hold five in-service days when the nursery is closed within these 38 weeks. You will be given advance notice of these closures. In extreme circumstances nurseries may be closed at short notice due to floods, staff shortages, failure of services, natural disasters, snow, adverse weather conditions, pandemics etc; fees will not be refunded in these circumstances (see Emergency Closure Procedures).

### **When can my child get funded nursery education?**

Children in Gloucestershire qualify for funded nursery education in the term after their third birthday. The point at which your child qualifies depends on the date of their birthday, but this could be up to five months after their third birthday. We will be able to tell you when your child qualifies if you are unsure about this. Your child will be able to have up to fifteen hours each week during school term times. The amount of Preschool education that is funded changes from time to time.

### **How do I claim the funding?**

Claiming the funding is simple. We will be able to tell you when your child qualifies and what you need to do. The funding will be paid directly to your childcare or Preschool education provider.

### **Next steps and more information...**

We will be able to tell you when your child qualifies for Nursery Education Funding and will deal with the relevant paperwork. The County Council's Family Information Service (FIS) can tell you more about nursery education funding. They can also help you find a registered childcare or nursery education provider. Phone 0800 542 02 02 or email [familyinfo@gloucestershire.gov.uk](mailto:familyinfo@gloucestershire.gov.uk).

You can also search for childcare and nursery education providers through the [Family Information Service](#) website.