



## **Nursery Payment Policy for Sherwell Valley Primary School**

### **Nursery Fee Structure:**

**All Nursery age children are entitled to 15 hours free. This can be taken at this or another setting. Some parents may qualify for 30 hours free entitlement. Additional time will be charged at £4.20 per hour or part of. Nursery is open for 190 days per year.**

<b>Time</b>	<b>Cost (£)</b>
8.50 am – 11.50 am	12.60
11.50 am – 12.50 pm	4.20*
12.50 pm – 3.20 pm	10.50

\* Hot lunches can be provided at a charge of £2.40 a day in addition to the hourly rate. Prices of school lunches are reviewed each year in September.

### **Invoices**

Sherwell Valley Primary School will book parents' required sessions onto the Schoolcomms booking system and at the beginning of every half-term will inform parents that the bookings have been made and parents will be able to see how much is owed. Payment must then be made, in full, preferably within 14 days via the Schoolcomms Gateway.

### **Late / Non Payment of Fees**

If payment is not made by the due date, a reminder will be sent to the parent at the first available opportunity detailing the amount involved and when payment is required by.

If payment is not made within a further five working days an administration fee of £10.00 will be added to the invoice. Another letter will be sent to the parent informing them that payment will be required the next time the child attends the nursery. If payment is not made at this point the child will not be admitted to the nursery.

The child will not be able to attend until the debt is paid in full or an appropriate payment schedule is agreed.

## **Payment for Holidays**

There will be no reduction for holidays taken in term time.

## **Sickness**

You should keep your child at home if they are too unwell to attend Nursery. If your child has vomited or has had diarrhoea they should remain at home for 48 hours after the last bout. Please telephone the school office to let us know if your child will be unable to attend Nursery. Fees will still be charged if your child is unwell.

## **Late Collection of a child**

If you are more than 15 minutes late collecting your child you will be charged £5.00. For every minute you are late, in addition to this first 15 minutes, you will be charged an additional £1.00.

For example if you are 20 minutes late you will be charged £10.00. (£5.00 for the initial 15 minutes, then another £5.00 for the additional 5 minutes). Rules covering late payment of fees will apply.

If you are going to be late collecting a child please contact the school as soon as possible.

## **Notice Period**

If you wish to withdraw your child from the Nursery we require 4 weeks notice in writing to the School Office.

This policy was reviewed and approved by the Full Governing Body of Sherwell Valley Primary School on 27<sup>th</sup> February 2018. It covers the period from 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019, and will be reviewed again in January 2019.