

Policy	<i>Nursery Payment Policy</i>
Author/Person Responsible	<i>R Newman – Executive Headteacher</i>
Date of Ratification	<i>July 2021</i>
Review Group	<i>Finance, Buildings & HR</i>
Ratification Group	<i>FGB</i>
Review Frequency	<i>Annually</i>
Review Date	<i>June 2022</i>
Previous Review Amendments/Notes	
Related Policies	<i>Finance Policy</i>
Chair of Governors Signature	
Changes (June 2021)	<i>Addition of Breakfast club option (page 4) Change to time (page 4) Table of charges (page 5)</i>

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:		DATE:	
EIA CARRIED OUT BY:		EIA APPROVED BY:	R Newman

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		<i>NA</i>
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		
Gender reassignment (transsexual)		<i>NA</i>
Marriage and civil partnership		<i>NA</i>
Pregnancy and maternity		<i>NA</i>
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		<i>NA</i>
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Sex (male, female)		<i>NA</i>
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		<i>NA</i>

Any adverse impacts are explored in a Full Impact Assessment.

Distribution List

- Full Governing Body
 - Ratification at Full Governing Body

- Internal
 - Kings' Forest Primary Web Sites
 - Staff Meeting
 - Stored on school office drive

Internet Copies

- Kings' Forest Primary School Web Site www.kingsforestschool.co.uk

Nursery Payment Policy

Aim

Little Forest Nursery aims to provide value for money in an outstanding environment run by a classroom teacher.

Fees overview

We accept children from the age of three. Children aged three and four can use the Nursery Education Grant to access 15 or 30 hours of free Nursery education. For more details about the criteria please visit <https://childcare-support.tax.service.gov.uk>.

The 15 hours is equivalent to five 3 hour sessions at Little Forest Nursery. Any extra sessions required, (availability permitting), would be subject to a charge. School meals can be purchased at the current cost of £2.20 per day.

Breakfast Club

Our team provide a breakfast club daily from 08.00am – 09.00am. This session costs £4.10 per day, plus the cost of breakfast (prices vary depending on what they have to eat). Places must be booked in advance, as space is limited.

Registration Fee

A registration fee of £20.00 must be paid when an offer is made for Little Forest Nursery place. We cannot secure a place without the appropriate fee being paid. The fee includes nursery uniform of a t-shirt, jumper and a school book bag.

Payment for childcare fees.

Nursery fees for the 2021/2022 academic year are £12.25 per session per child and are **payable on receipt of an invoice**. You will be issued an invoice in the first week of the month. Fees can be paid using our online payment system Parent Portal. When your child starts nursery, you will be sent a link and once you've clicked on the link, you will be able to see your account, register your child in and sign them out each day and make payments for any extras. Fees will be charged for the agreed days and hours **regardless of whether the child attends or not**. If your payment is returned unpaid you will be charged the relevant banking fee. You may also be charged an administration fee representing 5% of the value of the payment.

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.

Current Cost of Daily Sessions

Session	Time	Universal Allowance (free hours)	Paid Hours	Lunch Club (payable by all)	Total Costs
Morning	9am – 12pm	3 hours	£12.25		
Morning with lunch club	9am – 12.30pm	3 hours	£12.25	30 extra minutes = £2.05	£2.05 for Universal session £14.30 for Paid session
Afternoon	12.30pm – 3.30pm	3 hours	£12.25		
Afternoon with Lunch club	12.00pm – 3.30pm	3 hours	£12.25	30 extra minutes = £2.05	£2.05 for Universal session £14.30 for Paid session
Full Day	9.00 – 3.00pm	6 hours	£24.50		
Full day with lunch club	9.00 – 3.30pm	6 hours	£24.50	30 extra minutes = £2.05	£2.05 for Universal session £26.55 for Paid session

Non-payment of Childcare / additional Fees

If the fees have not been paid by the deadline date, in the first instance, an email will be sent out reminding that payment is due, this will be followed up with a phone call, if payment is still not received. If the debt remains unpaid, a letter will then be issued informing parents that the child will no longer be able to attend the nursery until fees are paid in full.

Non – payment of childcare fees by the date specified on the invoice will result in a late payment charge of 10% of the total charges made.

Payment for late collection

All parents/carers will be given a five minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended, a £10.00 charge will be levied and for every ten minutes thereafter. We understand that sometimes emergencies happen, so if you know you are going to be longer than 5 minutes late picking up, please contact the school office as soon as possible.

Approved By – Full Governing Body 7/7/21

Revision Date: June 2022

Signed.....Steve Riches..... Chair of Governors **Date** ...7/7/21.....