



## SPENCER NURSERY SCHOOL

### FEES POLICY

#### Rationale

Spencer Nursery School is a local authority maintained Nursery School with additional private childcare provision. The school is open from 8.00am until 6.00pm, Monday to Friday, for 51 weeks of the year.

#### Purpose

This policy will ensure that:

- All fees charged to families meet the costs of childcare and education at the school.
- Daily fees are reduced in line with any entitlement to free education funding (FEF) which 3-4 year olds receive from the term after their third birthday.
- For 3-4 year old pupils attending for 30 funded hours only (15 hours FEF plus 15 hours extended entitlement), a meals charge is made to cover the cost of breakfast, lunch and tea.
- Non-payment of fees is dealt with in a fair and equitable manner in partnership with the Schools Finance Department of the local authority who have a debt recovery service.

#### Guidelines

- The school charges for all childcare and education based on the agreed daily rate for 51 weeks of the year.
- All children who attend the 3-4 year room (Fireflies) will receive 15 or 30 hours per week of free education for 38 weeks a year, term time only.
- For children attending more than their free education hours, the school charges a daily rate.
- Fees are charged for non-attendance due to sickness or family holidays.
- The Nursery will be closed on all Bank Holidays and between Christmas and New Year, for which you are not charged.
- The Nursery will also close for three INSET days each academic year (September to August) for which you are charged.
- Late collection fees will be charged if you are late to collect your child(ren) at the end of their session.
- If the school is forced to close, the governing body of The Federation of Hackbridge Primary School and Spencer Nursery School reserves the right to charge parents a contribution fee towards ensuring the future sustainability of the school and towards the general running costs of the school whilst closed to children. Full details of any forced closure and fees will be sent to parents in writing.
- The daily rate is agreed on an annual basis by the governing body. There is a fixed daily rate for children accessing an 8.00am-6.00pm place in Ladybirds (0-2 years room) and Bumblebees (2-3 years room); an 8.00am-4.00pm place in Fireflies (3-4 years room) and an 8.00am-6.00pm place in Fireflies. Details of current daily fees are available from the office and are on the school website.
- The governing body will revise the daily rates during the spring term each year. However, in certain circumstances the governing body may postpone this review date to an agreed date later in the year. They will keep parents informed of the review date if this decision has to be taken.
- Parents/carers will be advised of any increase to the daily rate as soon as this has been agreed in the spring term by the Resources Committee of the governing body.

### **Deposit Charges**

The school charges a £10.00 administration fee to go onto the school waiting list which is a non-refundable deposit. This covers the cost of administration activities including staff time, telephone calls and postage.

If a place is offered and accepted at the Nursery, a refundable deposit of one month's fees is due with the first month's fees in advance. This is a refundable deposit which is retained by the school until the child leaves and which is then returned to the family as the child leaves the school, assuming that no debts on account exist.

Parents/carers are required to give the school four weeks' written notice of their child's leaving date. Once all outstanding fees have been paid, and any payment made by standing order has cleared, the balance of the refundable deposit will be returned to the parent/carer.

### **Fees**

Fees are payable by the parent/carer as follows:

#### **Monthly Standing Order Payment/Online Payment/Bank Transfer**

When a child has an agreed start date at the school, a Personal Financial Statement is prepared. The statement gives details of payments due, i.e. the day/date on which payments must be paid and the amount due. The statement gives details of all chargeable days and a list of school closure dates.

All standing order payments, bank transfers and online payments must be made on the 1<sup>st</sup> day of each month.

Should a child start at Spencer Nursery School other than in line with the start of a calendar month, fees will need to be paid until the start of the next calendar month.

A monthly fees reconciliation is carried out by the School Business Manager. If a problem appears or a payment has not gone through, the School Business Manager, in conjunction with the Headteacher, will approach the parent requesting evidence of payment.

When payments are made, the School Business Manager updates the child's payment sheet.

All parental fees are paid directly to Spencer Nursery School's business account with Lloyds TSB and all details are recorded on the FMS6 package, which is directly linked to LBS Education Finance Department.

#### **Non-Payment of Fees and Aged Debtors Register**

Spencer Nursery School has an aged debtors register which is a totalled list of any payments not paid by parents/carers.

**The school cannot allow any debts to accrue and parents/carers will be advised that their child can no longer attend with immediate effect if fees due are not paid.**

#### **Suggested Fee Recovery Procedure**

Where a payment is returned by the bank, a letter will be sent from the Headteacher to the parent/carer requesting payment to be made online within seven days.

Should payment not be forthcoming, a further letter will be sent stating that unless payment is made within the next seven days, the matter would be referred to the Council's Legal Service.

Where payment is not received, a request will be made to the Education Finance Division for a debtors account to be raised requesting immediate payment and/or recovery action.

Where the matter is passed to Education Finance, copies of all correspondence will be included together with the name of the officer who is dealing with this matter (either the Headteacher or School Business Manager at the school).

**Policy Reviewed: June 2020**

**Committee: Resources Committee**