

**KINGSWOOD NURSERY SCHOOL**  
**FEES, CHARGING AND OVERDUE PAYMENTS POLICY**



Kingswood Nursery School is a non-profit making establishment, but it is essential that we have a balanced budget and have no outstanding debts.

The majority of children at Kingswood access their entitlement to 15 hours funded education, either the term after their third birthday or because they are entitled to 2 year old free funding.

Fees are paid by:

- Those who stay for optional lunch club in Nursery or Pre-School
- Those who book additional 'wraparound' sessions in Nursery or Pre-School
- Those who are fee paying in Pre-School (younger 3 year olds and 2 year olds)

In addition some parents and carers use 'Childcare vouchers' issued through their place of work.

From September 2017 eligible parents will be able to access 30 hours of free education. Details can be found on the childcare choices website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

All parents are issued with a 'Wise Pay' account to enable timely and efficient payments.

Terms and Conditions state:

1. **Fee paying parents in Pre-School** must pay a non-refundable administration fee of £30 to reserve a place for their child.
2. All illnesses, absences (including family holidays) and any unforeseen closures due to severe weather or other emergencies will be charged for.
3. We need one month's written notice from fee-paying parents in Pre-School for any decrease of care sessions or withdrawal of a child; otherwise all charges will be incurred.
4. We need two weeks written notice for any changes to lunch-club or 'wraparound' sessions in Pre-School or Nursery or for any decrease of sessions or withdrawal of a child; otherwise all charges will be incurred.
5. If you would like to increase or change booked sessions we will arrange this, depending on availability, as soon as possible, after we have received your written notice.
6. Fees are reviewed annually. We reserve the right to alter fees or opening times with one month's notice.

Procedures for the administration of all invoices:

1. Invoices are sent out in advance on a monthly basis and should be paid in full during the first week of each month.
2. A text message is sent as a reminder of an overdue payment at the end of the first full week in which payment is overdue.
3. Admin staff will telephone if payment is still not received and a second invoice will be issued after 7 days of non-payment, stamped OVERDUE. **Please note each subsequent invoice issued is charged at £5 per invoice.**

If fees are not paid by the 12th of the month a child may be refused care and lose their place at lunch club, Nursery wraparound or Pre-School.

4. Very occasionally, after discussion with the Headteacher and at her discretion, certain adaptations can be made to the above.

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

The 'Private Fund' is maintained by contributions of £2.00 per week from parents/carers for those children on free funding. As these contributions are voluntary no action is taken to enforce payment, however, parents are reminded of the benefits of these voluntary contributions to purchase such things as topic related items, cooking and playdough ingredients, materials for Busy Fingers, daily fruit and snack for the children.

### **Charging for Special Events and Visits**

We believe that all our pupils should have an equal opportunity to benefit from special events held at school and outside visits, independent of their parents' financial means. Payment for these events is on a voluntary basis; however all the costs incurred must be covered. Therefore if insufficient voluntary contributions are received, the activity may have to be cancelled.

The Headteacher has the authority to consider and write-off bad debts up to the value of £100; the Governing Body has the authority to consider and write-off bad debts up to the value of £500. Bad debts over £500 must be referred to the Chief Financial Officer for approval.

Source: Audit Financial Handbook for Schools, Part 1V Section 11:10

**This policy was reviewed in June 2017.**

**Date for next review: June 2019.**

<b>Issue</b>	<b>Date</b>	<b>List of Changes</b>	<b>Approved by</b>	<b>Authorised by</b>
1	March 2015	<b>This policy is an amalgamation and replacement of two previous policies: 'Bad debts' and 'Charging'.</b>	Governing Body	Bernice Jackson - HT
	June 2017	<b>Added information about 30 hour funded children.</b>	Governing Body	Bernice Jackson - HT