



WESTONZOYLAND

Community Primary School and Pre-school

Pre-School Charging Policy

June 2025

Ratified by:

Headteacher
Andy Clark

Ratified by:

Chairs of Governors
Amy Saturley & Laura Proud

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WESTONZOYLAND COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

PRE-SCHOOL CHARGING POLICY

This Charging Policy forms part of the contract with the parents/carers and Westonzoyland Pre-School.

Background information:

Westonzoyland Pre-School operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

This facility, although operating in the school setting, is run financially as a separate venture and is not funded by the school's budget so has to be financially viable.

Booking, Fees and Invoicing:

- **Booking fee** – A deposit of £50.00 is required along with the registration pack in order to secure your child's place. This will be refunded at the end of the first term or deducted from your first invoice.
- **Cost** – £7.00 for 2 year olds & £5.50 for 3 & 4 year olds per hour which includes a drink. This will be reviewed annually.
- **Late Payments** – Please note, a charge of £10.00 will be added to your invoice for each 7 days that fees are outstanding beyond the due by date.
- **Additional services** (see EYE funding statement below)
- **Settings operational hours** – Daily from 9am to 3pm – term time only.
- **Funded hours** - 3 & 4 year olds and eligible 2 year olds receive 15 funded hours per week.
- **Working parents** - may also be entitled to 30 hours funding for 2, 3 & 4 year olds subject to eligibility.

Early Years Entitlement Funding (EYE funding) details:

We are in receipt of EYE funding for 3 & 4 year olds and eligible 2 year olds.

The funding periods are:

Autumn:	1 September	–	31 December
Spring:	1 January	-	31 March
Summer:	1 April	-	31 August

The table below shows when your child will be able to access the funding for the first time:

If your child is born between:	Funding can be claimed from:
1st April – 31st August	1st September following their third birthday
1st September – 31st December	1st January following their third birthday
1st January – 31st March	1st April following their third birthday

The Early Years Entitlement (EYE) is a maximum of 15 hours per week.

If all of the 15 hours per week are being claimed then it needs to be claimed over three or more days. If claiming less than 15 hours per week, the claim can be over one or more days per week subject to the minimum per day of 2½ hours and a maximum per day of 7 hours.

You can access the Early Years Entitlement in any particular patterns suitable for you as long as the following conditions are satisfied:

- The minimum that can be claimed per day is 2½ hours. After the first 2½ hours, the Early Years Entitlement can be claimed for part hours in intervals of 15 minutes.
- The maximum that can be claimed per day is 7 hours.
- The maximum entitlement is 15 hours per week with the exception of eligible working parents of 2, 3 & 4 year olds who may receive 30 hours per week.

Please note that you may not always be able to access your full entitlement at the times you want and at the provider of your choice; you may need to consider accessing the entitlement at alternative providers.

To claim the EYE funding the following information is needed on registration:

- Child's legal documentation – birth certificate, passport
- EYE funding parent declaration form - completed every term and signed by parent

Funding cannot be obtained until the relevant documents have been produced and forwarded to the Council. The normal fees will apply until receipt of funding is confirmed.

Parents/carers will be required to pay for any hours that exceed the EYE funding allowance eg EYE funding will only cover up to 7 hours per day and minimum of 2 ½ hours

- Fees for additional hours

- Unfunded hours fees are to be paid half-termly in advance – a deadline for payment will be contained in the invoice. A minimum amount of hours per week must be agreed prior to the start of each term and the money is non-refundable if sessions are missed.
- Payments may be made in cash or by cheque – details will be contained in the invoice.
- If a child is away **on holiday** - the Pre-School will charge the normal hourly rate during their absence. Funded hours will be claimed for as usual.
- If a child is absent **due to sickness** e.g. 1-7 days - the Pre-School will charge the normal hourly rate during their absence. Funded hours will be claimed for as usual.
- If a child is absent due to **long term sickness** e.g. 3-6 months - the Pre-School will charge the normal hourly rate during the first two weeks of their absence to allow for staffing costs etc. Funded hours will be claimed for as usual for the first two weeks.

No charge will be made for the rest of this absence after this time.

- Increases in regular hours – To be agreed by Pre-School Manager subject to staff availability and relevant advance payment of fees.
- Cancellation of place – Pre-School Manager to be **notified** in writing half-termly in advance of any termination of this contract. If this notice is not given any payments already made for the forthcoming half-term will not be returned.
- Late collection charges – If a child is not collected on time at the end of the morning session the Pre-School will charge £5.00 for each 15 minutes delay (minimum charge £5.00)

As the Pre-School staff cannot leave until all children have left the building and correct staff ratios need to be maintained - a charge of £10 for every 15 minutes will be made if a child is not collected on time at the end of the day.

- Late payment of fees – If invoice deadlines are missed, a charge of £10.00 will be added for each 7 days after the due date. If this continues, a meeting will be arranged with school finance staff and a mutually acceptable instalment plan put in place to clear the deficit.

Only funded hours will be available while the outstanding debt is cleared and your child's place **will not** be held open.

The school will then take all action necessary to recover the outstanding money.

- An example of fees for information:

	Charge per hour	Additional 3 hours ie one additional session per week	One additional session per week per half term approx. 6 weeks
2 year olds	£7.00	£21.00	£126.00
3 & 4 year olds	£5.50	£16.50	£99.00

- Charges

- Emergency closure – No charge will be made in the event that the school's management decides to close the building. Any payment already made for the session affected will be credited against the next invoice.
- No charges will be made for Bank Holidays and INSET Days. Any INSET Days arranged after an invoice has been issued will be credited against the following one.

Arrears Monitoring

1. Dates that payments are due will be contained within the termly invoices.
2. The school's Financial Administrator will check payments against invoices on due date.
3. All parents/carers who have not paid will be contacted by e-mail to remind them of the outstanding invoice. A deadline for payment must be adhered to.
4. If payment has not been received by the agreed date the non-payment of fees procedure will be followed.

Non payment of fees procedure:

Meeting to establish a debt recovery plan will be arranged with parent/carer, school's finance staff and Headteacher/Deputy Head.

This will cover instalment amounts and frequency as agreed amongst all parties and deadline for completion. Arrangements will be confirmed in writing by the school as soon as possible after the meeting.

Parents will be informed that no additional hours can be booked until the outstanding debt has been cleared and that **their child's place could be lost at this stage**. Hours covered by funding will be unaffected.

Child Tax Credit:

If you receive Child Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits

Childcare vouchers:

A parent entitled to childcare vouchers should request the relevant application form from his/her employer. This will then be completed by the employee and the Pre-School and forwarded to the voucher provider. Invoice will then be issued by Pre-School to the parent. This is then returned to the employer. Payment is made direct to the County Council and then transferred to the Pre-School budget.

Termination of the contract:

Setting – The contract will be terminated by the Pre-School in the event of unreasonable behaviour of parents or non-payment of fees. Four weeks' written notice will be given.

Parents/Carers – Parents wishing to terminate a contract should give a half term's notice in writing. The Pre-School will charge for any hours already booked if the notice period is not long enough.

Informing parents of changes to policy

A copy of this Charging Policy will be included in the Pre-School Induction pack. Parents will be asked to sign a reply slip stating that they have read the Policy and understand it.

This policy will be implemented with due regard to the Equalities Act 2010 which ensures the right of all to freedom from discrimination within the Education Service.