



# St Martin and St Mary C of E Primary School

## Nursery and Pre-School Fees Policy

Approved by	
Name	Reverend James Richards
Position	Chair of Staffing and Finance Committee
Signed	<i>James Richards</i>
Date	19 <sup>th</sup> October 2022
Review date	Annual

### REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	2018
2	Updated in line with Code of Conduct, Safeguarding Policy etc.	September 2021
3	Annual review and update	October 2022

If you require this document in another format; i.e. easy read, large text, audio, Braille or a community language, please contact the school office.

Tel: 015394 43622

Mail: [admin@windermere.cumbria.sch.uk](mailto:admin@windermere.cumbria.sch.uk)

### Our School Vision and Values

*As a Christian school, St Martin and St Mary is an inclusive and happy community; nurturing confidence, a thirst for learning and resilience in a safe loving environment. Our priority is developing the whole child spiritually, emotionally, physically and academically to live the most rewarding life.*

*'Life in all its fullness' John 10.10*

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. The aim of this school is to provide a rich, broad and balanced education within a caring and stimulating Christian environment, serving the whole school community. To create an environment in which learners are encouraged to fulfil their potential and make a positive contribution to their society.

At St Martin and St Mary these are the Christian values that are the most important for our school. These values help make our school a great place to be.

**Friendship** **Love** **Forgiveness** **Trust** **Honesty** **Faith**

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## Statement of intent

St Martin and St Mary C of E Primary School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We aim to:

- Provide the high quality education and care for your child, based on the Christian Foundation
- Meet the needs of every child by providing an education that enables children to:
  - ✓ Enjoy Learning and Achieve Potential
  - ✓ Make a positive contribution
  - ✓ Stay safe and be healthy

This Nursery Fees Policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be aware of and given access to this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request

We will work with parents to claim benefit entitlement related to nursery fees such as Working Tax Credits.

## 1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance including, but not limited to:

- Children Act 2006
- Children Act 2016
- Data Protection Act 1998
- The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended in 2016)
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
- DfE (2017) 'Early education and childcare'

## 2. Fees

2.1. St Martin and St Mary C of E Primary School charges parents for care provided outside of the:

- Universal 15 hours free provision a week for all three- to four-year-olds.
- Extended 30 hours free provision a week for three- to four-year-olds, where eligible.
- For care in Pre-School for children aged 2 (who are not entitled to the 2 year old grant funding)
- For After School Club

2.2. The charges are as follows:

- £ 15 per additional session of three hours
- £ 2.40 for each lunch provided
- £15 for each pre-school session of three hours

- £6 for a place at After-school club
- 2.3. Parents will book the required sessions for Pre-School for each half term in advance.

### 3. Eligibility for 30 hours free childcare

- 3.1. Parents of three- and four-year-olds must meet one or more of the following criteria in order to be eligible for the extended 30 free hours of care:
- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they don't need to meet the income criteria for 12 months)
  - The parent should be seeking the free childcare to enable them to work
  - One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
  - One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
  - If a non-EEA national, the parent has recourse to public funds.
- 3.2. Parents should check their eligibility for the scheme by using the government's [Childcare Choices](#) website or the [Childcare Calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.
- 3.3. Eligible parents must provide the school with their unique code, National Insurance number and child's date of birth, along with written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code.
- 3.4. The school will retain paper or digital copies of documentation to enable the LA to undertake audits and fraud investigations; however, as per the Data Protection Act 1998, it will be stored securely and deleted when there is no longer any good reason to keep the data.
- 3.5. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours' free childcare for a short period of time.
- 3.6. A child who becomes ineligible during the first half of a funding block will be funded until the end of that following funding block or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.7. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

### 4. Eligibility for 2-year-old grant funding

Some children are entitled to 15 hours free Pre-School care as they qualify for a 2-year-old grant. Families who qualify for the 2-year-old grant hours will need to check against the Government's Child and Family Eligibility Criteria. Parents must apply direct to Cumbria County Council for this grant and when eligibility is confirmed parents will be notified.

The family (or child) must meet one of the following criteria.

- Income Support
- Income based Job Seekers allowance
- An income related employment and support allowance
- The Guaranteed element of State pension Credit.
- Child Tax Credit or Working Tax Credit– provided that the annual gross income is no more than £16,190 as assessed by HMRC
- Child is looked after by the Local Authority

Please provide evidence to support the following criteria with your application form

- Universal credit
- If child is in receipt of Disability Living Allowance
- If the child has a current statement of special educational needs (SEND) or an education health care plan (EHCP)
- Support under part VI of the Immigration and Asylum Act 1999
- If the child has left care through special guardianship or through adoption or child arrangement order (tell us which Social Worker your child is registered with)

Parents can find out more information, apply on line or download an application form at Cumbria County Council

<http://www.cumbria.gov.uk/childrenservices/childrenandfamilies/cfis/freechildcarefortwoyearolds.asp>

Parents requiring more than 15 hours, will be invoiced for any additional hours.

## 5. Payment information for Nursery and Pre-School

- 5.1. Payments should be made in advance on the first day of attendance for that week for all lunches, which parents have booked for their child that week. Alternatively, lunches can be paid for monthly or half termly in advance. If school is informed that child will be absent, a credit will be carried forward.
- 5.2. Payments will be made by cheque or cash at the school office. Cheques will be made payable to 'St Martin and St Mary C of E Primary School'.
- 5.3. Places in pre-school and after school club will be invoiced at the beginning of the half term with payment due within three weeks.
- 5.4. If a parent issues a cheque that cannot be cashed, this may incur an administration charge.
- 5.5. Online payment direct into the school's bank account is also permissible. To obtain the details and discuss the procedure, contact the school office.
- 5.6. Payment is required when a child is on holiday or absent due to illness as the nursery and pre-school must hold the child's place during this period and staff rotas are set on a termly basis.
- 5.7. Payments will not be expected if school is closed due to exceptional circumstances. Parents will be credited for this in the following invoice.
- 5.8. If a child is absent for a long period due to illness, the nursery or pre-school will decide on a case-by-case basis as to whether fees will need to be paid for the period. The nursery's or pre-school's decisions are final.
- 5.9. Late payments for pre-school invoices may incur an administration charge depending on the length of time payments are overdue. Parents can avoid this by ensuring the timely payment of fees.
- 5.10. One month's notice and payment will be required to withdraw your child from the nursery or pre-school
- 5.11. **One month's notice will also be required if you wish to reduce your child's nursery hours as the staffing has already been set for the term.**

## 6. Late collection

- 6.1. Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift. This incurs a cost which will be passed on to the parents at £10.00 for the first 15 minutes and a further £1 for each subsequent 5-minute period.

## 7. Difficulty with payments

- 7.1. St Martin and St Mary C of E Primary School will work with parents to ensure all avenues for assistance with payments are explored.
- 7.2. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact Alison Williams in Pre School or Emma Graham in the office, as early as possible, to reach a suitable arrangement for both parties.

## **8. Debt collection and the process for pursuing debts will be in line with the School's Debt Recovery Policy**

- 8.1 Debt collection and the process for pursuing debts will be in line with the School's Debt Recovery Policy. Policies are shown on the school website.

## **9. Roles and responsibilities regarding debt collection**

- 9.1. The headteacher, Early Years Childcare Leader and senior finance administrator will ensure that:
- Letters requesting money are accurately recorded and those records maintained.
  - Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls.
  - A final reminder is sent by recorded delivery to the debtor.
  - The privacy of the family involved will be respected and only made known to those who need to know.
  - The level of outstanding debt can be determined at any time.
- 9.2. The Staffing and Finance Committee of the Governing body:
- Will prescribe and regularly review the arrangements for debt recovery.
  - Must approve any legal action taken.
  - Will record all approved action in the minutes of the relevant meeting.
  - Will adhere to the privacy arrangements.
  - May delegate its responsibilities under this policy to Judith Gore, the Headteacher.

## **10. The waiving of debts**

- 10.1. The waiving of debts is at the discretion of the Headteacher and the Staffing and Finance committee of the Governing Body.
- 10.2. A debt may be waived when it is believed the debtor is experiencing serious financial hardship or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.
- 10.3. The Headteacher is authorised to waive debts off up to £100.
- 10.4. Debts between £100 and £500 will only be waived with the approval of the Staffing and Finance Committee of the Governing Body. Debts of £500 or more will never be waived.