

Rowlands Gill Primary School

Nursery Fees Policy

Date Written: November 2023

Ratified by Governors: November 2023
(With effect from: September 2024)

Re-adopted by Governors: May 2026

Review Date: March 2027



Policy Review:

Review Date	Changes made	By whom	Date Shared
4.10.2023	Change of name RH to RS Additional fees	Ruth Sharpe	
19.03.25	Pricing/additional charges	Ruth Sharpe	
06.05.25	School Meal price updated. Individual names removed	Ruth Sharpe	
23.04.26	Slight wording changes. Invoice procedures	Ruth Sharpe	

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Statement of Intent

Rowlands Gill Primary School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

All Children are eligible for Free Early Years Entitlement for 38 weeks per year from the term after their 3rd birthday. Each child is entitled to 15 hours per week. Children may also be entitled to 30-hour free childcare per week, depending on eligibility.

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.

Our fees are payable in advance and on time online via Arbor. Late payments are not acceptable without an explanation and an individual payment plan being devised. Fees continue to be payable even when a child is absent for a short time. In the case of absence, a child's place will be kept open for them if in receipt of Free Early Years Entitlement or because the fees are paid.

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.

Legal Framework

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

1. Childcare Act 2006
2. Childcare Act 2016
3. The General Data Protection Regulation
4. Data Protection Act 2018
5. The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended)
6. The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016 (as amended)
7. DfE (2018) 'Early Years Entitlements: Operational Guidance'
8. DfE (2018) 'Early Education and Childcare'

Fees

Parents are charged for care provided outside of the following provision:

- Universal 15 hours free provision per week for all three to four-year-olds.
- Extended 30 hours free provision per week for eligible three to four-year-olds.
- Extended 30 hours free provision per week for children in foster care.

The charges are as follows:

- £ **15.00** per additional session
- £ **2.00** for additional hours, per day (if your child attends a full day/7.5hours)
- £ **2.75** for each lunch provided by School

The 30-hours free childcare offer cannot be used to pay for meals, or additional activities (such as trips). The school may charge a fee for these.

The Overview of Patterns and Fees details how charges are applied.

Procedures

Rowlands Gill Primary School Nursery is registered with Gateshead Council to provide Free Early Years Entitlement funding for children aged 3 and over.

From the term after their third birthday, each 3 and 4-year-old is eligible for Free Early Years entitlement, which means they are entitled to 15 hours per week of nursery education, in term-time, free of charge. If eligible, the child may also receive up to 30-hours free nursery education.

Parents/Carers must complete a Parental Declaration form when applying for a place to allow school to claim the funding from Gateshead council for their child. Parents must notify school if their child attends more than one childcare provider.

Fees for additional sessions and/or additional hours will be invoiced as detailed below in this policy.

Fees are reviewed annually, and any fee increase will be communicated the term prior to the increase.

Procedure for the Collection of Fees:

Fees are usually invoiced, in advance, at the start of each term. Please speak in confidence to the School Office, for any queries relating to nursery fees.

The procedure for the collection of fees is as follows:

1. Parents/carers will be issued with an invoice at the beginning of each term detailing the fees due, for that term in which sessions are taken.
2. Fees are to be paid online (via the Arbor Parent App) and in full by the end of the term period. Alternatively, the fees may be paid using the Government Tax-Free Childcare scheme for those parents who are eligible for this. [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare).
3. Any queries should be addressed to the Early Year Lead Teacher or the Office.
4. If payment has still not been received by the due date, the 'Late payment of fees' procedure will be followed (see below).

The School appreciates the prompt payment of fees as this ensures that the staff and all related costs can be paid promptly and our Nursery runs as efficiently as possible.

All parents will be given a copy of this 'Fees Policy and Procedure' document, and they will be asked to sign to confirm that they have received, read, understood and agree to it.

Fees During Illness and Holidays:

- Fees are payable if a child is absent for any reason.
- If a child is absent for a long period due to illness, the school will decide on a case-by-case basis as to whether fees will need to be paid for the period. The school's decision is final.

Late Payment of Fees:

We aim to help parents/carers to pay all fees due by offering a flexible payment system and following a fair procedure. If parent/carers are having problems paying their child's fees on time, they should speak in confidence to either the Early Years Lead or the office team. An individual payment plan can be put in place so that parents can pay smaller amounts more regularly e.g. daily or weekly over a longer period of time.

If such an arrangement has not been made, then the following procedure will apply:

1. If payment has not been received by the date on the bill, and no approach to the Early Years Lead or the office team has been made, then a reminder invoice will be issued.
2. Late payments may incur a **£5** fine for each **week** payments are overdue. Parents can avoid this by ensuring the timely payment of fees each week via Arbor.
3. If full payment has not been received a week following the issue of the reminder, then a final warning will be issued giving the parent/carer one week to pay the full amount due. A late payment fee will be charged for late payments on the following invoice.
4. Parents may also receive written notice of the removal of their child's fee-paying sessions at the nursery. This will not apply to the child's funded session(s).
5. If payment has not been received by the final warning date, then the matter will be referred to the Headteacher and/or the Governing Body.

Late Collection:

At the end of your child's session, it is important that they are collected on time. Payment is for three-hour sessions only, unless after-school care or additional paid sessions have been arranged. We understand that some parents occasionally face difficulties arriving on time due to unforeseen circumstances. If this is the case, please ensure that staff have been notified by telephoning the office prior to the end of the child's session that the parent/carer collecting the child will be late.

Monitoring and Review:

This policy will be reviewed on an annual basis by the Headteacher, Early Years Lead Teacher and Admin Officer in conjunction with the Governing Body.

The next scheduled formal review date is March 2027.