Farnborough Road Infant School

Fees Policy

“Learning, Caring and Achieving Together”

All three and four year olds are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday.

However, Parents requesting an additional session in Nursery above the 15 hours of funded provision will be required to pay a fee.

The level of fees will be set by the school Governing Body and reviewed annually.

Invoicing

- Fees will be invoiced half-termly in advance.
- Payment is due within 7 days from receipt of invoice, or the invoice date if later, unless an alternative arrangement is agreed with the Headteacher.

Payments

- Payment can be made via Parent Pay or by cheque or cash to the school office. Cheques should be made payable to SMBC.
- Parents are requested to use their child’s name as reference for any payments.
- Payment must be made during the last week of each half term for the next half term.
- If the fees are not paid on time the school will notify the parent/carer by text / email or phone call and request payment at the earliest possible opportunity.
- If, after a further 5 days, parents have still not paid their fees the school has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child’s additional sessions being forfeited.
- If fees are paid following a formal written reminder, the school reserves the right to request a deposit of £50 to be held as security against future late or non-payment. Any deposit remaining will be refunded on the child leaving the Nursery, any sums due to the Nursery (e.g. outstanding fees) having first been deducted. The school will be entitled to any interest earned on the deposit.
- If fees are paid persistently late for 2 half terms with no explanation, the school will be forced to terminate that child’s additional session.
- Under exceptional circumstances, the school may agree to allow the child to continue with the additional sessions for the remainder of that week.
- Parents/Carers are encouraged to speak to the School Office Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.
• Parents/Carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child’s additional sessions.

Rates 2016-17

Fees are £12.00 per child per session plus £3.00 for additional lunch time session.

Notice

The school plans staffing levels well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. One half term’s written notice is required of a child leaving the additional session otherwise fees in lieu of notice will be charged.

Refunds

No refund is made for sickness or absence from Nursery.

Closure

In the event of nursery being forced to cancel sessions, the school will endeavour to give as much notice as is reasonably possible. In this instance fees will be deducted from the following half terms fees or if at the end of the year fees will be refunded.

This policy will be reviewed regularly.

September 2016

Signed ___________________________ Date ___________________________ Headteacher.

Signed ___________________________ Date ___________________________ Chair of Governors.