

Broomwood Primary School

Policy for charging - Pre-school

At Broomwood Primary School we offer free entitlement of 15 hours to pre-school aged children under three, dependant on criteria laid down by Government (see admissions policy). In addition to this we can now offer paid provision to offer more opportunity for parents who work, are in education or training and are not eligible for funding.

Policy aims: We want to ensure that:

- our charges are fair and affordable, which will be regularly reviewed
- we do not profit from the paid service nor does the service impact negatively on our budget
- all parents are clear about the charges; what the charges cover and what will happen if the contractual agreement, that is signed up to, is not adhered to
- 'free' entitlement is always a priority and that the pre-school admission policy is implemented so that paid places are offered first to those children living within the catchment area, and that this service works to support the needs of our community.

Charging and what it includes:

Sessions are charged at £75.00 a week (£15per session): this comprises of either 5 mornings from 8.30am to 11.30am (3hours) or 5 afternoons 12.30pm to 3.30pm (3 hours) each week in line with our funded places. We do also offer full days at a cost of £175.00 per week (£35 per day for 1 morning and 1 afternoon session and £5 for lunchtime cover): this would give provision from 8.30am until 3.30pm each day. This includes lunchtime cover however it does not include lunch. You can either provide your own lunch or purchase lunch at school for a cost of £2.40. These prices are subject to change annually, dependent on other cost increases. The price determined for the sessions has taken into consideration all of the costs included in the running of the pre-school. This has been completed in conjunction with the LA.

Timing and breakdown of the payments:

- All payments must be paid in **advance** on the 1st of every month. There maybe some flexibility with regards to paying on this date; however this must be agreed with the school office and it must be the same date of every month. At the start of the academic year, in September, payments must be given on the 1st if you require top-ups straight away. The payments can be cash, given to the school office, or a cheque made payable to: Broomwood Primary School

- The breakdown of payments is based on £15.00 a session and is calculated on the number of sessions per individual calendar month. For example in September 2014 there were 20 sessions available between 3rd and 30th September therefore the amount payable for provision will be 20 x £15 = £300.00. Whereas the number of sessions available between 1st and 31st October is 18 x £15.00 sessions therefore the cost will be £270.00
- Paid session requirements need to be agreed half a term in advance. If requirements change, we will work out the difference in payment based on £15.00 session (and lunchtime cover if applicable) and reduce or increase the next requirement accordingly.
- Payments will be required even if the child is off due to sickness or for a holiday
- Invoices will be sent out approximately two weeks before the payment is due and the terms will state that payment needs to be received by the 1st of the next month or the date agreed with the school office.
- Payment for pre-school place is required until the end of the term following the child's third birthday. For example if a child's birthday falls on 15th February then payment for provision will be required until 31st March, after this date the child will become eligible for three year funding and no further payment is required. The child will remain in the two years setting until a place in our Nursery becomes available or until the child moves on to a new setting.

Non-payment of fees:

- Payment of unpaid fees may be pursued through a small claims court however we will endeavour to support you and give you every opportunity to bring the account up to date before following this course of action.
- If payment has not been received by the first of the month or the date agreed, and no contact has been made with the office, then the sessions will be cancelled immediately and any monies owing must be paid in full.

All parents/carers requiring paid sessions will be required to agree to a contractual agreement with the school (appendix A).

Appendix A:



Broomwood Primary School
Pre-school Paid Place contractual agreement

I have read the charging policy and I agree to the following:

- All payments must be made in advance on the 1st of every month or on a consistent date, agreed with the school office.
- I still have to pay if my child is absent from school with sickness or for a holiday.
- I understand that the payments are based on £15.00 per session/£35.00 per day* and are spread over eleven calendar months, excluding August. (*delete as applicable)
- I understand that my requirements will need to be agreed a half term in advance with the school.
- I understand that if I do not pay on time then my place will be terminated and that payment may be pursued through a small claims court.

Name of child.....

Date of birth.....

Signed.....

Print name.....