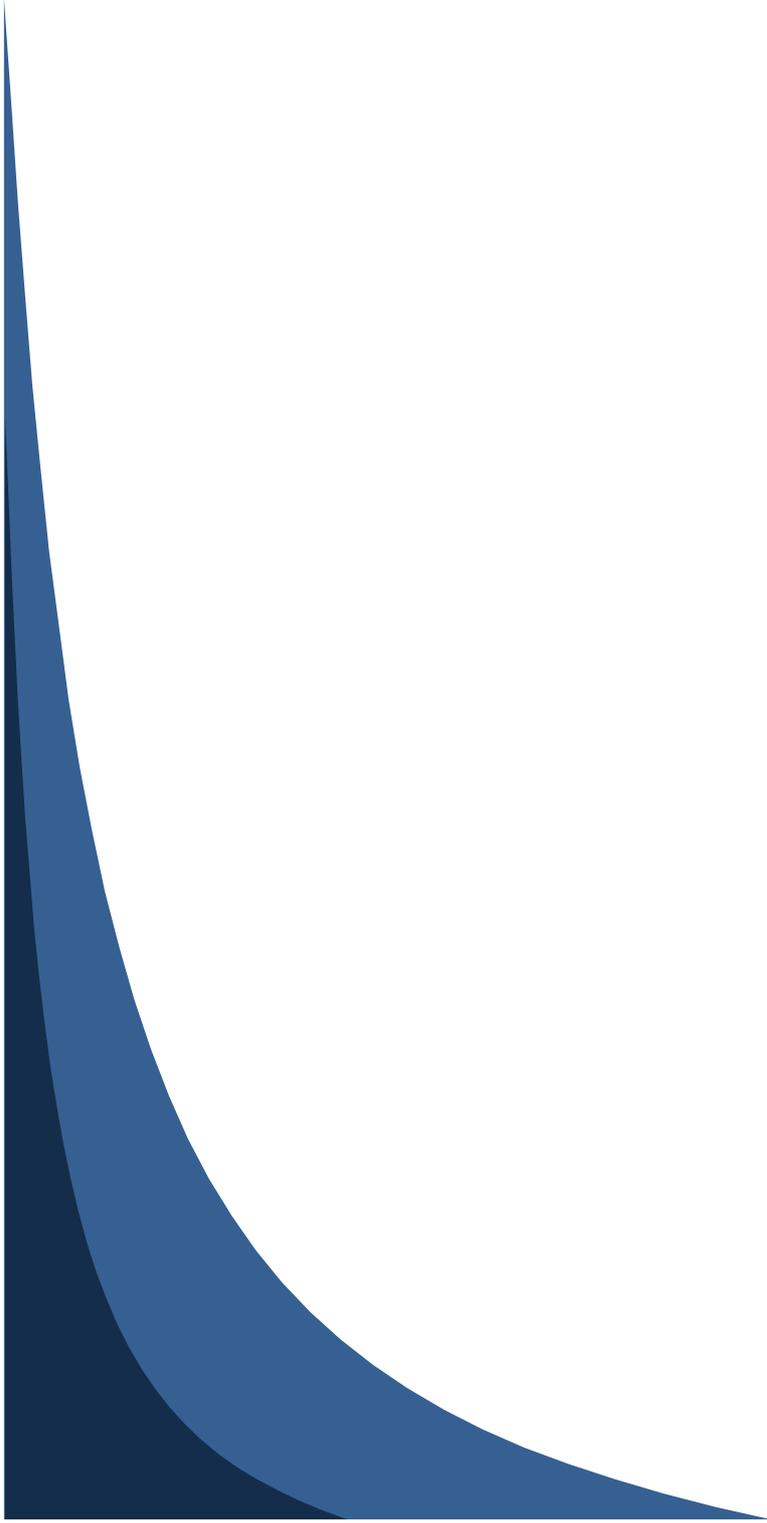


# Payment of Fees Policy 2025-2026

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
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1	June '24	NR	June '24		Added DCAT front page.
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<i>Type of Policy</i>	<i>Tick</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

<b>Date Agreed:</b>	
<b>Review Date:</b>	<b>June 2026</b>
<b>Type of Policy:</b>	<b>Academy Policy</b>

### [Payment of fees policy](#)

#### **Payments**

Invoices for a whole term will be issued at the start of the term. Invoices will be issued via email unless a paper copy is requested. The payment is split into two payment instalments dates, but you are welcome to monthly or in full.

Accepted methods of payments include childcare vouchers and direct payments into St Margaret's School bank account (please ask for details).

The nursery accepts payment by childcare voucher and is registered from the following companies;

- Computershare
- Fidelity
- Care 4
- Edenred
- RG childcare
- Sodexo
- Government Tax free childcare (you can find our nursery under the reference of 151192-RH110AQ)

Fees are reviewed annually and parents/carers will be notified of any changes in writing.

The charges for St Margaret's Nursery with effect from 1st April 2024 are as follows:

- Funded only sessions. If your child is eligible for two-, three- and four-year-old 15-hour funding then the session hours will be 8.30 -11.30, 12.30-3.30.
- 30 hour funded children can take up a funded space 9.30-3.30 or pay an additional £6.50 for a 8.30-3.30 day.
- If you would like to extend any session outside your funded hours then the extra cost will be £6.50 per session.
- Children who are not yet eligible for the Early Years Free Entitlement will be charged: £19.50 per day 15 hour funded or £45.50 3.30 finish or £52.00 4.30 finish per day. Free Entitlement funding each term is up to 15/30 hours per week depending on which you are eligible for, this may be claimed over 38 weeks.

No refund can be made when children do not attend their scheduled sessions, if for example, a child has been ill or has been absent on holiday. If a parent wishes to reschedule a session and substitute another, then the full charge for the amended session would have to be made.

All children will need to be collected by 16.30 if you are attending an afternoon. Late collection of children past their session time will occur, a charge of £6.50 per 15 minutes of lateness.

All missed sessions including child illnesses are payable in full.

We value partnership working and if at any time you are experiencing financial difficulty, please discuss with the Nursery Manager

### **Non Payment of Fees**

In the event that the nursery does not receive the required fees on the allocated payment days then the following procedure will be activated:

- If payment is received within the allocated payment days then no action will be taken.
- If payment is not received we will write to the parent/carer asking for immediate payment in full, plus an administration fee of £20.00 At this stage the child will not be able to use the services of the nursery until payment in full is received.
- If payment is received within 4 days no further action will be taken and the child may resume attending the Nursery.
- If payment is not received within the 4 days a final letter will be sent to the parent/carer inviting immediate payment plus a further administration fee of £25.00
- If payment is received within the 4 days from the date of the final letter no further action will be taken and the child may resume attending the Nursery.
- It is our policy to pursue all unpaid fees through County Court for recovery of the Nursery money.