

PRE-SCHOOL FEES POLICY

Steeple Claydon Primary School and

Pre-School



Approved by:

Governor Resources Committee

Date: Feb 2024

Last reviewed on:

Spring 2024

Next review due by:

Spring 2025

FUNDING

Steeple Claydon Pre-school offers 15 hours of free early years education to eligible children aged two, three and four years of age, where spaces and staff ratios allow. Children become entitled to receive 15 hours per week government funding following their second or third birthday in accordance with the table below.

Eligible children who are aged 2 or 3 between:	Will have a funded place from the following:
1 st April and 31 st August	1 st Sept following either their 2 nd or 3 rd birthday
1 st September and 31 st December	1 st January following either their 2 nd or 3 rd birthday
1 st January and 31 st March	1 st April following either their 2 nd or 3 rd birthday

Their entitlement continues until either the end of the term in which they become five years old or until they start school. Some children may be eligible for an extended funding entitlement where a total of 30 hours funding can be claimed.

More information on the funding your child is eligible for can be found via the link below.

<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/>

SESSION FEES

Fees are charged for children attending sessions which are not covered by government funding

A fee is chargeable per session for all children that are not eligible for funding or for children who have exceeded their funding entitlement. For Academic Year 24/25 the hourly rate is £6.30 per hour, however a child must attend in full session blocks. If attending the lunch time session, the child must also attend either the morning or the afternoon session on the same day.

Session	Session Duration	Rate per session
Morning	8:45 – 11:45	£18.90
Lunch	11:45 – 12:15	£3.15
Afternoon	12:15 – 3:15	£18.90
Full Day	8:45 – 3:15	£40.95

Invoices are sent out in the preceding half term, and must be paid in full before your child attends their first session of the new term. Fees will be invoiced directly to the person(s) named on the registration form. Fees are payable during periods of absence from the Pre-

school, including sickness and family holidays. Long term sickness will be looked at as an individual case by the headteacher. Fees are charged at £6.30 per hour for non-funded places.

Session times and prices cannot be adjusted to suit individual needs. Bookings cannot be altered mid-term. Occasional additional sessions can be booked in exceptional circumstances, if we are able to accommodate the increase in numbers within our child: staff ratios, but cannot be swapped with existing sessions. These bookings must be paid for in advance of your child attending the additional session.

LATE PAYMENT OF FEES

Fees should be paid in full before your child attends their first session of the new term. If it is not possible to pay the fees immediately and in full, please contact the school office as it may be possible to work out a payment plan– confidentiality will be assured.

Your child's place is at risk if fees remain outstanding more than 14 days beyond their due date and the registration terminated. In this event outstanding debt will be passed to the debt collection team at Buckinghamshire Council who will be tasked with recovering unpaid fees.

NOTICE PERIOD

Six weeks written notice is required if you no longer require your child's place or wish to withdraw your child from the Pre-school. Fees are payable during the whole of this time. Fees are also payable if there is any delay in taking up the place once accepted. Changes to booked sessions may be made half a term in advance, and are dependent on availability.