



Greatstone Primary School

## Nursery Payment Policy

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| Author(s):                     | Kate Bovingdon  |
| Date:                          | December 2025   |
| Review Frequency:              | Every two years   |
| Review Date:                   | December 2027   |
| References:                    | Statutory Framework for the EYFS (September 2024)   |
| To be read in conjunction with | Foundation Stage Policy   |
| Key contact personnel          | Designated Safeguarding Leads: Mrs Kay (Head of School), Mrs F Roberts (Deputy Headteacher) Hannah Ferris (Lead DSL), Kate Bovingdon (DSL and Early Years Lead/SENCo and named Governor with lead responsibility. |

## Aim

At Greatstone School Nursery, we aim to provide the best possible start to the education of our children, the best care and therefore, the best experiences. To ensure we can do this, we need to ensure that all fees and payments are kept up to date as this then ensures we are able to extend the learning through quality experiences and resources. We also want to work with families as a whole and build a relationship with everyone in our care. It is important to set out expectations from the very beginning to prevent confusion and issues for anyone later on. Whilst fees are important, we know families can struggle for various reasons at different times, therefore, we want to offer families the opportunity to discuss any issues with us at the earliest possible time and we can try and help.

## Procedure

- Parents are required to sign an agreement, as part of the Nursery Enrolment Contract, that states:
- *I agree that as per the Nursery's fees policy, I will pay all fees due in accordance with the due date shown on the Nursery fees invoice. I understand that, if I fail to pay the amount due, my child's place at the nursery may be paused until the balance is brought up to date. If my child is in receipt of Free Early Education & Childcare Funding my child will be allowed to attend Nursery but will be restricted to funded sessions only.*
- Parents are given a copy of this policy as part of their child's registration pack and it will also be attached to their first nursery fee invoice.
- Parents/Carers will receive an invoice detailing the number of sessions and lunch sessions the child attends and the amount due, and show the number of funded hours attended that term. It will also show the due date by which all fees must be paid in full. This can be discussed at any time to ensure all fees are clear to parents to prevent any confusion.
- Wrap around care sessions must be pre-booked and pre-paid via Arbor.
- Fees to be paid half-termly in advance via Arbor or Tax-Free Childcare account (if eligible).
- **Payment must be made by the due date stated on the invoice. Payment can be made in instalments as long as the total amount due is paid in full by the due date.**
- If payment is not received by the due date, a late payment charge of **£5.00 per week** will be incurred.
- Non-payment of fees will result in the child losing their place at the Nursery. Children in receipt of Free Early Education & Childcare will be restricted to funded sessions only.
- The Nursery reserves the right to refuse entry to any child with unpaid fees. Non-attendance with no contact for 4 weeks or more will result in the child's place being withdrawn. Children in receipt of Free Early Education & Childcare will be restricted to funded sessions only.
- All session fees and lunch sessions are payable, even if the child does not attend Nursery for any reason including illness and family holidays.

- Children who are unable to attend sessions due to illness or annual holiday are not entitled to replacement sessions.
- For those children who are in receipt of either FF2 or Free Early Education & Childcare Funding (15hrs per week) there are 3 options for accessing nursery care. They are:

Option 1 Your child can attend Nursery for two full days and one morning or afternoon session and no fees would be payable as this would be covered by their Free Early Education & Childcare funding. Please note that we are a sessional Nursery and the maximum amount of attendance that we can offer, totally free following this pattern is 14.5hrs.

Option 2 Your child's first 15hrs would be covered by Universal Childcare funding or Free for 2 Funding and no fees would be payable.

Option 3 Your child can attend full days, their first six sessions would be covered by Free Early Education & Childcare but there would be a £5.00 fee for each lunch session attended.

**If your child is in receipt of 30hrs funding all of your child's hours will be covered by the funding and no fees will be payable.**

- Sessions taken in excess of Free Early Education & Childcare Funding will be charged at the normal rate.
- Any child/ children collected late (after a 10 mins grace period) will incur a £5.00 late collection charge. Children not collected by 3.15pm will also be booked into the After-School Club and an additional £5.00 charge for the 3.15pm-4.30pm session will be incurred. These charges will be due for immediate payment.
- School dinners must be pre-paid for via Arbor. This is a top-up account and children must have a balance available to cover the cost of a school meal which is £2.60 per day. An overdue balance will result in us being unable to continue to supply your child with a cooked meal until the outstanding amount is paid.
- All outstanding bad debts will be passed to the Chair of School Governors who will forward the matter to the Small Claims Court for collection.
- Greatstone School Nursery has a duty of care towards parents/carers to not allow them to accumulate a debt for Nursery fees and school meals that they are unable to pay. For this reason, sessions in excess of Free Early Education & Childcare funding may be refused if a parent/carer has a history of unpaid Nursery fees.