

Halfway Nursery Infant School



Nursery Fees Policy

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Statement of intent

Halfway Nursery Infant School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

This Nursery Fees Policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be made aware of and given access to this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

1. Fees

- 1.1. Halfway Nursery Infant School only charges parents for care provided outside of statutory 15 hour provision, or if you are entitled to the extended 30 hours provision. Additional hours will be agreed on a termly basis and are not guaranteed in subsequent terms.
- 1.2. Our fees are £4.69 per additional hour.
- 1.3. In addition, we charge £2 for a hot meal at lunch time.

2. Payment information

- 2.1. Fees are paid for via ParentPay, our online payment system.
- 2.2. A months-worth of fees must be paid within 10 working days of the end of the month or a 5% late payment charge will be incurred. Non-payment of fees will result in a child's place being withdrawn.
- 2.3. Payment is required when a child is on holiday or absent due to illness as the nursery must hold the child's place during this period.
- 2.4. If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees will need to be paid for the period. The nursery's decision is final.
- 2.5. Late payments will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees.
- 2.6. One months' notice and payment of the additional hours agreed will be required to withdraw your child from the nursery.

3. Late collection

- 3.1. Staffing ratios must be maintained at all times. If you are paying for additional hours please ensure your child is collected on time from Nursery. Late collection from Nursery will incur a cost which will be passed on to the parents at £3.00 for the first 15 minutes and a further £1.00 for each subsequent 5 minute period.

4. Difficulty with payments

4.1. Halfway Nursery Infant School will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the School Office as early as possible, to reach a suitable arrangement for both parties.

5. Debt collection

5.1. The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including nursery fees.

5.2. A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.

5.3. The school will not initiate legal action to recover debts. However, we will refer uncollected debts to the Local Authority and Sheffield City Council to consider such action.

6. Roles and responsibilities regarding debt collection

6.1. The Headteacher will ensure that:

- Letters requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls.
- A final reminder is sent by recorded delivery to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

6.2. The Governing Body:

- Will prescribe and regularly review the arrangements for debt recovery.
- Must approve any legal action taken.
- Will record all approved action in the minutes of the relevant meeting.
- Will adhere to the privacy arrangements.
- May delegate its responsibilities under this policy to the Headteacher

7. The process for pursuing debts

- 7.1. **Informal reminder** – Within 2 days of late payment, the debtor will be informally reminded by text or email that they owe money to the school.
- 7.2. **First reminder letter** – If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor.
- 7.3. **Second reminder letter** - If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.
- 7.4. **Final reminder letter** - If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to the Local Authority and Sheffield City Council to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.
- 7.5. **Possible legal action** – If no payment is made the Local Authority and Sheffield City Council will decide whether to take legal action against the debtor.

8. The waiving of debts

- 8.1. The waiving of debts is at the discretion of the Headteacher and the Governing Body. A debt may be waived when it is believed the debtor is experiencing serious financial hardship or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.
- 8.2. The Headteacher is authorised to waive debts off up to £100.
- 8.3. Debts between £101 and £249 will only be waived with the approval of the Governing Body.
- 8.4. Debts of £250 or more will never be waived.

Signed by

_____ **Headteacher**

Date: _____

_____ **Chair of Governors**

Date: _____

Next review date: _____