



Pre-School Booking and Payment Policy

Last review: September 2018
Next Review: September 2019
Reviewed by: Finance Lead
Adopted by: Finance Lead

West Berry Federation
Pre-School
Booking and Payment Policy

Policy statement

Our Governor run Pre-School is self financing through the receipt of Early Years funding and the payment of fees. The budget for Pre-School is separate from the for provision of education of children of statutory school age during the school day.

Procedures

Pre-school sessions should be booked with the school office.

Pre-school sessions must be booked in advance except in exceptional circumstances. Once a place in a session has been allocated to a child the school will assume that this arrangement will continue until the end of the school year or until parents inform the school of any changes.

Parents are asked, whenever possible, to make any changes to the Pre-School sessions booked for their child before the beginning of each new half term. This allows the school to arrange appropriate levels of staffing and resources to be available. Once a place in a session has been allocated to a child, this arrangement will continue until the end of the school year unless parents inform the school otherwise.

Six weeks notice is required in the event that a place at any sessions is no longer required. Parents will be expected to pay any fees accrued during the six week notice period. Where space is available at an alternative session, children can be transferred at the request of parents with one week's notice.

West Berry Federation send a letter of notification to parents detailing the fees that will accrue for Pre-School during the coming half term. This letter is sent out just before or at the beginning of each half term.

Payment of fees must be made by the date indicated on the later.

Reminder letters will be issued if fees are not paid.

We reserve the right to charge interest on overdue amounts and an administration charge for late payments.

Failure to pay fees due within one week after receipt of the second reminder letter could result in the child(ren) being excluded from the provision.

In exceptional circumstances, the headteacher may authorise a short term alternative payment agreement. Longer term (more than 1 month) agreements must be sanctioned by the Chair of the Governors Finance Committee.

In exceptional circumstances, the headteacher or senior teacher may authorise a child's attendance at a session without a place having been booked in advance, provided that an additional child attending the session would not compromise the safety of the other children or cause the school to breach child care legislation.

Children attending Pre-school or afterschool club at the end of the Summer term will be given a priority booking opportunity for sessions in the next academic year.

Pre-School and Afterschool Club fees are reviewed by the School Governors (Finance Committee) at least once annually.

Parents will be given at least 8 weeks notice of any change in fees charged.

Scale of Charges

Pre-School

2 year olds	-	£4.90 per hour
3 years plus	-	£3.95 per hour

Agreed by Governors on 13.09.18 and will be reviewed in September 2019.