



Nursery Fees Policy

Burton End Primary Academy aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We aim to:

- * Ensure everyone feels valued and respected and has an equal chance to do their best;
- * Help children develop a positive attitude, self-respect and respect for others, and learn to take responsibility for their own actions;
- * Understand and meet children's individual needs, especially those of vulnerable pupils;
- * Ensure all achievements are recognised and celebrated;
- * Create a caring, safe, purposeful and calm environment which promotes children's wellbeing;
- * Develop positive and supportive relationships between children, parents, school and the wider community.

We will work with parents to claim benefit entitlement related to nursery fees such as Working Tax Credits.

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 our website and made available to view at the school on request.

Headteacher : Mrs Karen Sheargold



Fees:

Burton End Primary Academy only charges parents for care provided outside of the statutory 15 hour provision. All additional sessions need to be booked in advance.

Fees are £10.50 per additional session.

In addition, the fee for lunch time supervision is £3.00

Payment information:

Fees are payable in advance before the first half-termly session starts (usually referring to the first Monday of each half-term)

Payments must be made by ParentPay only (please see the office for further details)

Fees continue to be payable when a child is absent from nursery. If a child is absent for a long period due to illness, the school will decide on a case-by-case basis as to whether fees will need to be paid for the period. The school's decision is final.

Frequent or regular late payment of fees will incur a £10 fine for each week that payments are overdue. Parents can avoid this by ensuring the timely payment of fees each half-term (lunches) / month (additional sessions).

Half a term's notice and payment will be required to withdraw your child from the additional nursery places taken.

Late collection:

Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift. This incurs a cost which will be passed on to parents at £5.00 for the first 15 minutes and a further £1.00 for each subsequent 5 minute period. The school's record keeping regarding time and lateness will be final.

Difficulty with payments:

Burton End Primary Academy will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and,

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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 Headteacher as early as possible, to reach a suitable arrangement for both parties.

In the event of two weeks missed payments your child will only be able to attend nursery for their statutory provision of 15 hours per week until all outstanding arrears have been cleared.

Debt collection:

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

The Governing Body will not write off any debt which exceeds £500.

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.

The school will, if necessary, initiate legal action to recover debts.

Roles and responsibilities regarding debt collection

The Headteacher will ensure that:

- * Letters and final reminders 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;
- * 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.

The Governing Body:

- * Will prescribe and regularly review the arrangements for debt recovery;
- * May delegate its responsibilities under this policy to the Head of School and Bursar.

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The process for pursuing debts

Informal reminder - Within 2 days of late payment, the debtor will be informally reminded in person that they owe money to the school.

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.

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. At this point in time, your child will no longer have additional sessions until the debt is cleared.

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 now consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.

Possible legal action - If no payment is made the school will decide whether to take legal action against the debtor.

The waiving of debts

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.

The Headteacher is authorised to waive debts off up to £100.

Debts between £100 and £500 will only be waived with the approval of the Governing Body. Debts of £500 or more will never be waived and legal action will be taken to recover such debts.

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