

KING'S OAK PRIMARY SCHOOL

Fee-paying places in the Nursery

Terms and Conditions for Academic Year 2023/2024

These terms and conditions apply only to fee-paying places as detailed on the 'Agreement' form. They are implemented in addition to and alongside relevant school policy and procedures.

1. To be entitled to a fee-paying place at Nursery you must commit to the sessions detailed on the 'Agreement' form for the whole period of the agreement, unless notice has been given (see point 5, below).
2. Should fee paying sessions not be taken up, at your choice or due to absence, the full fees remain payable; no refunds or discounts will be due.
3. Your place is only secured upon the signing of the agreement. Once signed, four weeks' notice, from either yourself or King's Oak Primary School, is required to terminate the agreement.
4. The majority of children will start at Nursery in either September, January or April (the term after their third birthday). A period of settling in will be required once your child has joined Nursery to make the transition into Nursery a positive experience for both you and your child. Please be prepared to stay with your child, or be available for us to contact you, during the first week in which your child is at Nursery. Not all children will start Nursery on the same day, to allow staff to support each child as they settle in. Even children who have been used to attending a nursery before will need time to get to know new staff and a new setting.

Fees

1. Fees payable are agreed by the school's Governing Body and are effective from the start of each academic year. Relevant fee rates will be available during the nursery application process each year. These fees are reviewed on an annual basis by the Governing Body. Current charges are below.
2. Fee charges relate to costs such as: staffing, equipment, resources and general running costs.
3. Should you wish to terminate the agreement prior to the original agreed end date, four weeks' notice is required.
4. Fees are payable for all hours above the free early education entitlement and secure the place for the time/dates agreed and therefore no reduction of fees will be given for any absence or if you choose not to take up the place before any period of notice expires.
5. Fees will not be charged for days when the school is closed, including school holidays and INSET closure days.
6. We work with a number of childcare voucher providers. If you wish to make payment by childcare voucher, alongside your normal payment method, please ensure these are organised prior to your child starting to ensure these voucher payments are made in advance. Refunds of any overpayment made by childcare vouchers cannot normally be made by the school; overpayment by childcare voucher should be avoided where possible and any refund due should be claimed directly from the voucher provider.

Current charges 2023/2024

Currently charges are £5.65 per hour for each hour over the statutory 15 hours of free early education entitlement. Children requiring a school lunch will need to order and pay for each meal at the current rate. This payment is made directly to the caterers. Further information is available from the School Office. Alternatively, a packed lunch should be provided in line with the school's healthy lunch box policy.

Terms of Payment

1. Once a place has been booked and the agreement has been signed you will be invoiced via ParentMail and a payment of four weeks will need to be paid prior to the start date.
2. All payments have to be made in advance before your place can be confirmed. If there are circumstances which mean that you may be unable to make the payment due, you must contact the School Finance Officer/ School Business Manager as soon as possible, to ensure your child's place in Nursery.
3. Following this initial payment, a payment item with weekly payments will be set up in ParentMail and payment will always be required in advance of attendance. In the case of non-payment, please also refer to the Debt Collection Policy.

Attendance

1. Attendance is required for all hours/sessions in line with the school's Attendance Policy.
2. Prompt arrival and pick up is required in line with Nursery Policy. Persistently late collections could result in the school terminating this agreement.
3. If attendance rates fall below a satisfactory level, the school will discuss with parents/carers whether it is appropriate to keep the school place or if the agreement will be terminated.

Agreement relating to a Fee-Paying Place at Nursery

Please complete and return this form, to confirm your acceptance of the Terms and Conditions and secure a place for your child.

Name of child:

Child's date of birth:

This agreement relates to a fee-paying place in the Nursery provision at King's Oak Primary School.

1. The place offered is for the period _____ to _____.

2. This agreement covers daily sessions set below :

Charges will be made for 3.75 hours per session. The sessions under the terms of this agreement are as follows:

Top Up Fee – Payment required

Universally funded – 15 hours

	Agreed Hours of Attendance					
	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Morning						
Afternoon						

I agree to pay fees in advance and understand that there are no exceptions to this.

I have read the terms and conditions and agree to abide by them.

Name of the person completing this form (please print clearly):

Relationship to child:

Signature:

Date: