

# **KING'S OAK PRIMARY SCHOOL**

## **Fee-Paying Places – Pre-School**

### **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 Pre-School you must commit to a morning or afternoon place for the whole period of this 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 Pre-School in either September, January or April (the term after their second birthday). A period of settling in will be required once your child has joined Pre-School to make the transition into Pre-School 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 Pre-School. Not all children will start Pre-School on the same day, to allow staff to support each child as they settle in. Even children who have been used to attending a childcare setting before will need time to settle.

### **Fees**

1. Fees payable are agreed by the school's Governing Body and are effective from the start of each academic 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 15 hours per week 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 £6.75 per hour.

### **Terms of Payment**

1. Once a place has been booked and this 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 Pre-School.
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 encouraged, for all sessions, in line with the school's Attendance Policy.
2. Prompt arrival and pick up is required. Persistently late collection 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 Pre-School**

**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 Pre-School provision at King's Oak Primary School.

1. The place offered is for the period \_\_\_\_\_ to \_\_\_\_\_.

2. This agreement covers (please tick):

A morning place. Charges will be made for 15 hours per week.

An afternoon place. Charges will be made for 15 hours per week.

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:** .....