



## CHARGING POLICY 2021-22

### **Funded Places**

Funding is available for each child from the term following the child's third birthday, for a total of up to 15 hours each week during term time. (Some working families may be eligible for 30 hours per week).

For Funding, terms are recognised as:

1st September - 31st December

1st January- 31st March

1st April - 31st August

Funding is also available for some 2 year olds, providing they meet the criteria laid down by Staffordshire County Council. (Think2 Funding)

However, once in place, if a child is unable to attend any of these funded sessions, parents need to inform the setting of the reason for their absence and a likely return date. Regular absence without good reason, is likely to result in the funded place(s) being withdrawn.

### **Non-funded Places**

Children not eligible for funding, or who wish to attend sessions in excess of 15 hours per week and are not entitled to 30 hours funding, will need to pay the current fees as set down by the setting.

### **Procedure:**

- All parent/carers will receive an invoice at the beginning of each half term.
- The invoice will give details of the sessions being paid for and the rate being charged.
- Payment is to be made online through School Money or via workplace vouchers

### **Terms and conditions:**

#### **Holidays.**

Retainers of 50% are needed for holidays booked in advance. (Minimum of 2 weeks' notice) If no notice is received full payment will be charged.

#### **Sickness.**

No refunds can be made for missed sessions, however in the case of long-term sickness refunds will be considered by the Headteacher/Preschool Manager.

#### **Closures**

No refunds will be made for closures outside of the settings control i.e. Snow Days  
(Please see Covid-19 appendix for charging policy during any lockdown periods)

#### **Hospital appointments.**

Providing a minimum of 2 weeks' notice in writing has been received there will be no charge, or a refund will be processed on the next invoice.

#### **Notice Period**

A leaver's form needs to be completed and 1 months' notice is required. No refunds will be given when less than 1 months' notice is received.

#### **Before & After School Clubs**

Places are available each day for clubs as follows:

Before School - 8.00 - 8.45am including breakfast

After School - 3.15 - 4.30 or 5.00pm including snack

Payment is expected to be made at the end of each week via the child's School Money Account, no invoices are issued - parents can view their child's attendance register through School Money.

#### **Non-Payment of Fees:**

#### **Please refer to Uttoxeter Learning Trusts Debt Recovery Policy**

*It is our intention to be sympathetic when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due.*



## Charges for the Financial Year 1<sup>st</sup> September 2021 - 31<sup>st</sup> August 2022

<b>Pre-schoolers</b>	<b>20-21</b>	<b>*21-22</b>
Full Day Including Lunch	£30.00	<b>£32.00</b>
Half Day	£15.00	<b>£17.00</b>
Lunch	£ 1.65	£
Nursery Aged Pupil	£17.50 per additional non funded session	£
Breakfast Club	£ 3.50	£
After School Club	£ 6.50 - 4.30pm	£
	£ 7.00 - 5.00pm	£
	£ 5.00 - Late Collection Fee	£

\*Insert revised amounts if applicable for the next academic year.

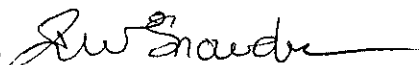
Signed:

A Kenny

Signed:

13/07/21

Chair of Governors



Headteacher

**Date:**

**Review:** Annually

**Associated Documents:**

ASFS Charging and Remissions Policy  
ULT Debt Policy

