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**Mark First**  
C of E Academy

# Fee Policy

A handwritten signature in black ink, appearing to read 'Mr Laken', written over a light grey rectangular background.

Signature:

Date: 14<sup>th</sup> July 2025

Name: Mr Laken  
Position: Headteacher

A handwritten signature in black ink, appearing to read 'L. Clarke', written over a light grey rectangular background.

Signature:

Date: 14<sup>th</sup> July 2025

Name: Mrs Lorraine Clarke  
Position: Chair of the Local Governing Body

Date ratified by Local Governing Body: July 2025  
Review Date: April 2026

## Policy statement

We aim to offer high quality, safe and stimulating environment that provides a service that is good value for money and accessible to children and families from all sections of the local community.

Opening times and hours for the setting are 7:30am – 5.30pm Monday to Friday in term time.

This policy aims to form part of the contract between the parent/carer and Mark Pre-School including for wraparound care. For the purposes of this document the name Mark Pre-School will refer to all services offered at the setting unless there is a specific difference, in which case the individual service will be named.

## Fees

Fees are calculated on an hourly rate. The level of fees will be set by the school Local Partnership Board and approved by the Executive Head Teacher and will be reviewed annually. Parents will be given one months' notice in writing of changes to fees or to changes to our fees policy.

The current fees are set at:

£6.60 an hour for 3-4 year olds

£6.60 an hour for 2-3 year olds

£6.60 an hour for school age children attending breakfast or afterschool care

## Additional Charges

### **Enrichment Activities**

The Pre-School reserves the right to charge for additional 'Enrichment' activities which are not part of the routine day such as sports coaching and school trips. Parents will be informed prior to these events in writing and consent will be sort for their child to participate.

### **Lunches**

Hot lunches are available through external provide Lavender Kitchen for £2.90 per day and can be booked through My Child At School.

## Late collection Fee

Where a parent/carer is late collecting their child the additional time will be charged at the standard hourly rate. If the late collection time is after the close of the standard opening hours of the Pre-school (5.30pm) then there will be a charge of £5 for each 15 minutes. If a child remains uncollected for longer than 30 minutes after the setting has closed and contact with the parents/carer has not been possible Social Services will be contacted and the uncollected child and safeguarding policies implemented.

## Early Years Funding Entitlement

There are a number of different funding types available to families to enable them to access Preschool settings. Parents wishing to claim these funded hours in the setting are required to provide supporting documentation and information to the setting prior to their child starting. Failure to provide documents or information will lead to refusal of place or fees incurred being directly invoiced to parent/carer. Failure to revalidate eligibility resulting in expiration of funding entitlement will lead to parent/carer becoming responsible for all incurred fees which will be invoiced.

Universal Early Years Funding (UEYF), is available for 15 hours per week for children aged 3 or 4. Parent/carer is required to complete application form and provide copy of child birth certificate.

Working Families Funding is available for parents who meet specific criteria for children aged 9 months to 4 years. Parent/carer of children aged 9 months to 2 years will be eligible to claim 30 hours working families funding. Parent/carer of children aged 3 or 4 years will be eligible to claim 15 hours working families funding, giving 30 hours funding with their UEYF entitlement. Parent/carers are responsible for applying for this funding directly with the government and are responsible for revalidating this every 3 months. Preschool require a completed funding form which includes details of the eligibility code, parent/carers national insurance number and consent to check eligibility entitlement. In addition to this form a copy of the child's birth certificate is required.

Parents/carers of 2 year old children in receipt of certain benefits may be entitled to Benefits related funding. This funding can be applied for through Somerset Council website. Families entitled to this funding will received written notification from Somerset Council a copy of which will need to be provided to the Preschool along with a copy of the child's birth certificate.

Funding will not be claimed against non-pupil days, but the Pre-school reserve the right to claim funding for days when the setting is closed at short notice, i.e. due to adverse weather. Funding will also be claimed if a child is absent for sickness or holidays. In the event that a child is removed from the setting without notice, the setting can claim up to four weeks of EYE from the last date of attendance to cover this period.

Additional hours beyond any funding claim will be charged at the standard hourly rates.

## Early Years Pupil Premium

Children who meet the criteria for free school meals may be eligible for Early Years Pupil Premium (EYPP). EYPP Applications can be made directly to Somerset Council through their website or an application form can be provided upon request. Parents/carers will be made aware of this additional funding upon joining the Preschool and through regular communications. The funding received will be applied on a case-by-case basis.

## Invoices

Fees are invoiced monthly in arrears and are to be paid within 14 days of receipt of invoice. Payment must be made even if sessions are missed. Any additional sessions will be invoiced the following month if the cut-off date for the current months invoice is past. The Operations Staff will provide a receipt upon receiving payments if requested. If you have difficulty making the payment within the required deadline please contact the Operations Staff School office who may be able to arrange an instalment payment plan for you.

Invoices will be emailed out to primary contacts at the end of the month, paper copies will be provided upon request. All payments and fees, including Early Years Funding will be itemised on the monthly invoice. The funding claimed will be shown as hours per day.

A session not attended due to illness, holiday, appointments etc. cannot be exchanged for a session on another day or refunded and will be charged in full. If a child is absent due to long-term illness parents will be asked to sign an adjustment form to reduce the funding hours claimed for. If sessions are paid

for, then a reduction in fees will be considered by the Head teacher and Preschool Manager. The Pre-school will not charge for inset days, bank holidays and emergency closure days (e.g. snow days)

## Payment Methods

The Pre-School accepts a range of payment methods as listed:

- BACS, Sort Code 30-91-84 Account No 27941060
- Childcare Vouchers
- Tax-Free Childcare scheme payments

These payment methods will be reviewed as required

## Debt Management

If fees are not paid on time (14 days after receipt) a £5 late payment charge will be made and the parent/carer will be sent a letter requesting payment within 7 days. If fees have still not been paid 30 days after receipt of invoice, without any explanation, the Operations Team will contact the parent/carer by phone and will send a further copy of the invoice by post.

If after 7 days the payment has still not been received the parent/carer will be sent a formal warning letter and the Local Partners will be notified. The formal warning letter will explain that continued late payment may result in their child's place at the setting being forfeited and the debt being passed to a debt collection agency. Repayment plans can be initiated with the agreement of the Head teacher or Pre-school Manager if a parent is having difficulties paying an invoice in full. This can be managed by the Operations Staff and the parent/carer will be asked to sign an agreement to the payment plan. Defaulting on a repayment plan will be treated the same as defaulting on an invoice.

Parents/carers are strongly advised at their earliest convenience to contact the Operations Staff if they have a query about their invoice, or if, for any reason, they are likely to have difficulty in making payment on time, to avoid jeopardising their child's place at the setting. The pre-school reserves the right to refuse access to pre-school sessions, other than those hours funded by Early Years Funding, until the debt has been paid in full.

## Change in Hours & Cancellation Of Childs Place

A period of four weeks' notice is required for changes to hours or cancellation of sessions. This includes increase or decrease to hours to enable the Preschool Manager to ensure the adult to child ratio is maintained where hours increases are requested.

Notification is required in writing by the parent/carer to change hours or terminate a child's place at the setting. All sessions booked during the four week notice period must be paid for prior to the termination date and within the 14 days terms from receipt of invoice.

In the event that a child is removed from the setting without notice, the setting can claim up to four weeks of EYE from the last date of attendance to cover this period.

## Further information

Parents and Guardians can access further information on early years funding and tax free childcare at:

- [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- [www.gov.uk/help-with-childcare-costs](http://www.gov.uk/help-with-childcare-costs)
- <http://www.somerset.gov.uk/childrens-services/early-years-for-families/early-years-entitlement-information-for-families>