Nursery Charges and Debt Policy

"I have come in order that you might have life – life in all its fullness."
John 10:10
Christ taught us that his purpose was to give life in all its fullness. Through our Christ like attitude we seek to do the same.
This is at the heart of all we do.

Written by	Headteacher & EYFS Lead
Reviewed by	Resources Committee
Ratified by	Resources Committee
Ratification date	September 2025
Review cycle	Annual / Biennial / Tri-annual
Next review date	September 2026

Parent agreement
Parents/carers will be required to sign a copy of this policy prior to their child attending any session to confirm their understanding and acceptance of the policy terms.

Charges
Non-funded hours will be charged at the hourly rates shown on Appendix A.

Parents/carers will be given a minimum of two months' notice of any changes to the published rates.
Parents wishing to reduce the number of non-funded sessions for their child should submit a 'Change of Sessions' form to their child's key worker with a minimum of 4 weeks' notice.
Parents wishing to increase the number of non-funded sessions for their child should submit a 'Change of Sessions' form to their child's key worker with a minimum of 2 weeks' notice. Parents must be informed that putting in this request does not guarantee they will be granted these sessions. Any changes in sessions will be reviewed by the EYFS Lead and depends on factors including but not limited too: debt, availability, the best interests of the child.

Payment methods
Payment can be made by Parentpay, cheque or cash, or childcare vouchers or pay point bar code.
Cheque and cash payments should be handed in only at the school reception, in a clearly labelled envelope, stating the child's name and payment amount. Receipts will not be issued unless parents request one at the time of payment.
In the event of a discrepancy in the amount stated on the envelope, parents will be contacted within 48 hours.

Invoices
Invoices will be issued monthly in advance by printed copy and are payable in full within 7 days. Where possible, invoices to be created, printed and ready on a Friday to give out the following Monday. This should then support the handing out of any debt letters the following week.

Non-payment
One reminder letter (Appendix B) will be sent on the 7th day. If the invoice remains unpaid by the end of the month and is under £50, a second letter (Appendix C) will be sent detailing how non-funded sessions will be reduced and a payment plan offered until payment of the full amount due is received or cleared in the case of cheque payments. If a payment plan is not upheld and two months are outstanding/ the invoice exceeds £50, any paid sessions will be withdrawn at this point, with two weeks' notice. A letter (Appendix D) will be sent to confirm this.

<u>For invoices of £50 or over:</u>
One reminder letter (Appendix B) will be sent on the 7th day. If the invoice remains unpaid by the 14th day, a second letter (Appendix C) will be sent detailing how paid sessions will be removed and a payment plan offered until payment of the of the full amount due is received or cleared in the case of cheque payments. The removal of paid sessions after two weeks is to ensure that both the Nursery and paying parents do not continue to incur debt.
If a payment plan is not upheld within a month, then the sessions will be given to someone else. If the debt is cleared within a month, then the paying sessions will be given back if parents would like them. If after a further 4 weeks, the invoice has not been cleared or no attempt at payment has been made, the Headteacher reserves the right to remove the child space and give it to someone else.

Any child leaving the setting with outstanding fees will trigger the following procedure:
•In order to give a last opportunity to settle an account the parent/carer will be informed of the date that information will be passed to Gloucestershire County Council.
•If the account is not settled it is out the hands of the setting, and all payment plus any additional charges will need to be paid via Gloucestershire County Council.
•Kingsholm C of E Primary School and Nursery uses Gloucestershire County Council to pursue outstanding debts.

Additional charges
Contributions will be requested from parents to meet costs of off-site visits and trips and visiting theatre groups for example. If insufficient contributions are received towards the cost of the activity, it may be cancelled.

The Nursery will participate in some fund-raising days along with the school, but we may also have our own fun raising days across the year; crazy hair day, movie night, pyjama day etc to raise funds for the Nursery. Contributions to fund raisers are optional and any money raised will be used to buy resources to support your children's education.

<u>PARENT AGREEMENT</u>

Signed ______________________________ Date ______________________

NAME ______________________________

Name of child(ren) ____

Appendix A

Charges at September 2025

Provision	3 hour session	All day
2 year old	£20	N/A
3 and 4 year old	£16	£32
Lunch	£5	

Appendix B

Bold line to be removed if invoice is under £50.

Address
Date

Dear [insert name],

I enclose a copy of invoice number(s) xxxx which is/are overdue for payment.
The total amount outstanding is £ If there is no payment made after 7 days, we will remove all paid sessions you are being charged for: (insert sessions being removed) and a payment plan will be agreed with yourselves.

If you feel there is a discrepancy on the invoice, please contact us as soon as possible by telephoning 01452 530 777 or emailing nursery1@kingsholm.gloucs.sch.uk otherwise we look forward to receiving your payment by (insert date).

Yours faithfully,

Laura Manning
EYFS Lead and Nursery Teacher
Kingsholm C of E Primary School and Nursery

Appendix C

Address
Date
Dear [insert name],

Invoice Number (s) xxxxxxxxxxxxxx
Overdue Amount £xxxx

Despite our previous reminder the above debt is still outstanding. We will now remove the paid sessions your child attends (insert sessions). A payment plan will need to be created with yourselves in order to clear the debt and Kathryn will be in touch on X to arrange this. If your debt is cleared within 4 weeks, then we will be able to reinstate your sessions. Failure to clear your debt in 4 weeks will result in your sessions being given to someone else. Please note that unless payment is received by [insert date (suggest 7 days)] we will have no alternative but to remove any paid sessions currently available to your child and create a payment plan to support payment of sessions. If your debt is cleared within 4 weeks, then we will be able to reinstate your sessions. Failure to clear your debt in 4 weeks will result in your sessions being given to someone else.

Your continued inattention to this debt is likely to result in your account being passed to an outside agency for collection through the legal system. This will incur additional fees payable by you.

Yours faithfully,

Laura Manning
EYFS Lead and Nursery Teacher
Kingsholm C of E Primary School and Nursery

Appendix D
Letter to be given if payment plan failed

Address
Date

Dear [insert name],

Invoice Number (s) or child(ren) name xxxxxxxxxxxxxx
Overdue Amount £xxxx

Despite our previous reminders and an agreed payment plan of X per week, the above invoice is still outstanding. We are a fee funded organisation with limited reserves and rely on prompt payment of invoices to ensure we can pay staff wages and provide the resources the children need and enjoy.

It is with regret that we will now be offering your removed sessions to someone else and unless payment is received by [insert date (suggest 7 days)] we will not be able to offer your child(ren) a place at our Nursery from [insert date].

Your continued inattention to this debt is likely to result in your account being passed to Gloucestershire County Council for collection through the legal system. This will incur additional fees payable by you.

Yours faithfully,

Laura Manning
EYFS Lead and Nursery Teacher
Kingsholm C of E Primary School and Nursery