

Preschool Fees & Payments Policy

Leighton Primary and Preschool

ADOPTED BY GOVERNORS	Autumn 25
REVIEW TIMETABLE	Annually
RENEWAL DATE	Autumn 26

DOCUMENT CONTROL		
DATE	NOTES	INITIALS
October 25	Reviewed	KB/LH/CN

Leighton Primary and Preschool aims to provide a preschool experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We aim to:

- * Ensure everyone feels valued and respected and has an equal chance to do their best;
- * Help children develop a positive attitude, self-respect and respect for others, and learn to take responsibility for their own actions;
- * Understand and meet children's individual needs, especially those of vulnerable pupils;
- * Ensure all achievements are recognised and celebrated;
- * Create a caring, safe, purposeful and calm environment which promotes children's wellbeing;
- * Develop positive and supportive relationships between children, parents, school and the wider community.

This preschool fees policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non payment in a swift and fair manner. Parents should be made aware of and given access to this policy and the school's procedures. It will be included on our website and made available to view at the school on request.

Fees

Leighton Primary Preschool only charge parents for care provided outside of the statutory 15 or 30 hour provision. All additional sessions outside of funded hours need to be booked in advance. Fees are £8.00 per session (September 25-July 26).

It is the parent's responsibility to apply for and provide all relevant funding codes to the school promptly. Failure to provide valid funding codes may result in parents being charged fees for all sessions attended, including those that might otherwise be funded. All codes must be kept up to date.

Payment information

Fees are payable in advance. You will receive an invoice for the next month's fees by the 25th of each month. The invoice must be paid by the 1st of each month. e.g for October fees you will receive the invoice by 25th September which must be paid by 1st October.

- Payments must be made by ParentPay. Parents may contact the school office for assistance with payment setup, including support for those who may face challenges using online payment systems.
- Fees continue to be payable when a child is absent from preschool.
- If a child is absent for a long period due to illness, the school will decide on a case-by-case basis as to whether fees will need to be paid for the period.
- The school's decision is final.

Late payment

Late payment of fees will incur a £10 fine for each week that payments are overdue. Parents can avoid this by ensuring the timely payment of fees as per this policy. A new invoice including late fees will be issued. In the event of one month's missed payments your child will only be able to attend preschool for their statutory provision of 15/30 hours per week until all outstanding arrears have been cleared.

Please be aware you may need to reapply for your child's place if we have a waiting list.

Difficulty with payments

Leighton Primary and Preschool will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and the school would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the school Finance team as early as possible, to reach a suitable arrangement for both parties.

Debt collection

The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including preschool fees. A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices. The school will, if necessary, initiate legal action to recover debts.

Roles and responsibilities regarding debt collection

The Headteacher will ensure that:

- * Letters and final reminders requesting money are accurately recorded and those records maintained;
- * Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls;
- * The privacy of the family involved will be respected and only made known to those who need to know;
- * The level of outstanding debt can be determined at any time.

The Governing Body:

- * Will prescribe and regularly review the arrangements for debt recovery;
- * May delegate its responsibilities under this policy to the Headteacher and School Business Manager.

The process for pursuing debts

- **Within 1 week of late payment** - first reminder call/ letter – the Parent/Carer will be formally reminded that they owe money to the school. A £10 late fee will be applied.
- **Within 2 weeks of late payment** - Second reminder call/letter – If the debt is yet to be paid one week after the first reminder, a formal letter will be sent to the Parent/Carer notifying them that late fees will increase by another £10 to £20.
- **Within 3 weeks of late payment** - Third reminder call/letter and an additional £10 late fee added increasing the late fee to £30. The third reminder letter will also include notification of the date your child's place will be revoked. This date will be one week from the third reminder dated letter.
- **4 weeks after the first reminder letter** - Final reminder call/letter - If no response is received following the third letter. The final reminder letter will be sent informing parents that their child's place has been revoked. The letter will include details on how to reapply for your child's additional hours once the debt has been paid including any late fees incurred.
- **Possible legal action** – Legal action will be considered only as a last resort after all other avenues have been exhausted and following clear communication with the parent/carers. The school will strive to reach amicable agreements before pursuing formal recovery.

Notice period and amendment of hours

Four weeks notice in writing to the preschool will be required to withdraw your child from our setting. This is in line with the Peterborough City Council Parent/Carer and Provider Agreement that you will have read and understood upon joining.

If you wish to amend your child's funded or paid for hours, please speak to the Preschool Manager. Availability is determined by ratios and will be available on a first come first served basis. As much notice as possible is required for this. Parents should also notify the preschool promptly of any changes to their child's funding eligibility or codes to ensure accurate fee billing and session allocation

Late Collection

Please refer to the Late Collection Policy.

Contact

For all queries regarding fees, payments, or funding, parents may contact the Preschool Manager or the Finance Team at 01733 232949. Further information and guidance on funding applications are available on the school website.

This policy will be applied with due regard to the Equality Act 2010 and the school's commitment to equality, diversity, and inclusion. Reasonable adjustments will be made for families and pupils with particular needs.