



Fordley Primary School

Nursery and Preschool Fees Policy

September 2018

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Statement of intent

Fordley Primary School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We aim to:

- Provide high quality access to the Early Years Foundation Stage curriculum
- Provide opportunities for children to learn to socialise in a safe and nurturing environment
- Support children and families to be school ready
- Provide 30 hours of access to the Early Years curriculum, led by a fully qualified teacher and appropriately qualified and experienced teaching assistants (for funded children or fee paying families dependent upon eligibility)
- Provide funded and fee paying places for two year olds for up to 15 hours per week (mornings or afternoons)
- Provide 15 hours entitlement for 3 and 4 year olds within Fordley Nursery (morning or afternoon sessions)

We will work with parents to claim benefit entitlement related to nursery fees such as Working Tax Credits.

This Nursery 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 aware of and given access to this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance including, but not limited to:

- Children Act 2006
- Children Act 2016
- Data Protection Act 1998
- The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended in 2016)
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
- DfE (2017) 'Early years entitlements: operational guidance'
- DfE (2017) 'Early education and childcare'

2. Fees

2.1. Fordley Primary School charges parents for care provided outside of the:

- Universal 15 hours free provision a week for all three- to four-year-olds.
- Extended 30 hours free provision a week for three- to four-year-olds, where eligible (*note: Fordley Primary deems 30 hours free provision to be 8:40-11:40 and 12:30-15:30 daily as these are the taught sessions in Nursery and provide full access to the Early Years curriculum*)

2.2. The charges are as follows:

- £15 per additional session (for both Fordley Flyers Two Year Old Provision and Fordley Nursery)
- £4 daily fee for lunch time supervision (no current charge for lunches as parents/carers will be asked to provide a packed lunch if their child is accessing between 15-30 hours). This includes access to Breakfast Club daily from 8am should this be required.
- Additional charges for Afterschool Club provision from 15:30-18:00 (details available from the school office or on the website)

2.3. Parents will book the required sessions for each week a term in advance (by completing the form provided before their child starts in Nursery/Fordley Flyers)

3. Eligibility for 30 hours free childcare

3.1. Parents of three- and four-year-olds must meet one or more of the following criteria in order to be eligible for the extended 30 free hours of care:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they don't need to meet the income criteria for 12 months)
- The parent should be seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-EEA national, the parent has recourse to public funds.

3.2. Parents will check their eligibility for the scheme by using the government's [Childcare Choices](#) website or the [Childcare Calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.

3.3. Eligible parents will provide the school with their unique code, National Insurance number and child's date of birth, along with written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code – parents are encouraged to do this as soon as possible, as they can only start their 30-hours free childcare the term after receiving a decision from HMRC.

3.4. Eligible parents will complete the form (available from school and on the website) and return it to school with the above details included and their childcare requirements for the upcoming terms.

3.5. School will then enter this information on the North Tyneside Portal which will enable the Local Authority and school to keep track of the eligibility periods for each family and child.

3.6. The school will retain paper copies of documentation to enable the LA to undertake audits and fraud investigations; however, as per the Data Protection Act 1998, it will be stored securely and deleted when there is no longer any good reason to keep the data.

3.7. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. Parents will receive information about this directly but can check with school if they are unsure.

- 3.8. A child who becomes ineligible during the first half of a funding block will be funded until the end of that following funding block or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.9. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.
- 3.10. A child will not be able to take up their 30-hours free childcare place if their parents fall into their grace period before the child has started at the school.

4. Payment information

- 4.1. Payments should be made in advance on Monday mornings for all non-statutory sessions and lunches, which parents have booked for their child that week.
- 4.2. Payments will be made by cheque or cash at the school office. Cheques will be made payable to **Fordley Primary School**.
- 4.3. If a parent issues a cheque that cannot be cashed, all future payments must be made in cash.
- 4.4. Online payment direct into the school's bank account is also permissible. To obtain the details and discuss the procedure, contact **Susan Rowley**.
- 4.5. Payment is required when a child is on holiday or absent due to illness as the nursery must hold the child's place during this period and staff rotas are set on a termly basis.
- 4.6. If a child is absent for a long period due to illness, Fordley Primary 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.
- 4.7. One half term's notice and payment will be required to withdraw your child from the nursery.

5. Late collection

- 5.1. Staffing ratios must be maintained at all times. If there is no adult to collect a child by 3:45pm, they will be taken along to the Afterschool Club provision to prevent worry for the child. Afterschool Club charges will apply from this time.

6. Difficulty with payments

- 6.1. Fordley Primary School will work with parents to ensure all avenues for assistance with payments are explored.
- 6.2. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact Mrs C.L.

Withers, the Headteacher, as early as possible, to reach a suitable arrangement for both parties.

7. Debt collection

- 7.1. The governing body has a duty to ensure the school receives all the funds to which it is entitled, including nursery fees.
- 7.2. The governing body will not write off any debt.
- 7.3. A full record will be kept of debts owed to the school for seven years. This will include all letters requesting money, reminders and invoices.
- 7.4. The school will not initiate legal action to recover debts. However, we will refer uncollected debts to the **LA** to consider such action.

8. Roles and responsibilities regarding debt collection

- 8.1. The headteacher and school office manager will ensure that:
 - Letters 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.
 - A final reminder is sent by recorded delivery to the debtor.
 - 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.
- 8.2. The governing body:
 - Will prescribe and regularly review the arrangements for debt recovery.
 - Must approve any legal action taken.
 - Will record all approved action in the minutes of the relevant meeting.
 - Will adhere to the privacy arrangements.
 - May delegate its responsibilities under this policy to Mrs C.L. Withers, the Headteacher.

9. The process for pursuing debts

- 9.1. Informal **reminder** – Within **two** days of late payment, the debtor will be informally reminded in person or by telephone that they owe money to the school.
- 9.2. **First reminder letter** – If the debt is yet to be paid **one week** after an informal reminder, a formal letter will be sent to the debtor.

- 9.3. **Second reminder letter** - If the debt is yet to be paid **one week** after a first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.
- 9.4. **Final reminder letter** - If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to the **LA** to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.
- 9.5. Possible **legal action** – If no payment is made, the **LA** will decide whether to take legal action against the debtor.

10. The waiving of debts

- 10.1. The waiving of debts is at the discretion of the **headteacher** and the **governing board**.
- 10.2. A debt may be waived when it is believed the debtor is experiencing serious financial hardship or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.

30 Hours Childcare Offer for Nursery Age Children



Dear Parent/Carer,

From 1 September 2017, the current universal free childcare entitlement for three- and four-year-olds will be extended from 15 to 30 hours per week for certain working parents.



The eligibility criteria which parents will need to meet one or more of are:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they don't need to meet the income criteria for 12 months)
- The parent should be seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-EEA national, the parent has recourse to public funds

You can check your eligibility by using the government's [Childcare Choices](#) website or the [Childcare Calculator](#). If you are eligible, you will be directed to the digital childcare service to apply and receive your unique eligibility code.

We will need this code, together with your National Insurance Number and child's date of birth, to enable us to verify your eligibility with the DfE's Eligibility Checking System. Please complete and return the form below to the school office the term before you wish for your child to access 30 hours Nursery provision. Please also complete the box below, indicating whether you consent to your data being used in this way.

Yours faithfully,

Mrs C.L. Withers

Headteacher

Full name:			
I consent to my personal data being used for the DfE's Eligibility Checking Service.		Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you indicated 'Yes' above, please provide us with the below information.



North Tyneside Council

Parent Declaration Form – Early Years Funding **Sept 2019 – March 2020**

1. Child's Details (Please Print)

2 Year Old Early Years Funding (Please tick)		3 & 4 Year Old Early Years Funding (Please tick)	
Child's Legal Family Name		Child's Legal Forename(s)	
Name by which the child is known (if different from above)			
Date of Birth		Male / Female	
Address			Post Code
Document of proof of DOB type (e.g. Birth Certificate, Passport)		Document recorded by (name of staff member)	
Date document recorded (dd/mm/yyyy)		Ethnic Code (see below information for codes to be used)	

White – British (WBRI)	Gypsy / Roma (WROM)	Indian (AIND)	Black – African (BAFR)	Information not yet obtained (NOBT)
White – Irish (WIRI)	White and Black Caribbean (MWCA)	Pakistani (APKN)	Any other Black background(BOTH)	Any other mixed background (MOTH)
White – Other (WOTH)	White and Black African (MWBA)	Bangladeshi (ABAN)	Chinese (CHNE)	Black Caribbean (BCRB)
Traveller of Irish Heritage (WIRT)	White and Asian (MWAS)	Any other Asian background (AOTH)	Any other ethnic group (OOTH)	Refused (REFU)

2. Additional details for eligible 3 & 4 year olds claiming 30 hours free childcare

Parent / carer National Insurance Number		30 Hours eligibility code (e.g. 12345678912)	
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3. Setting and attendance details (15 or 30 Hours for 2, 3 and 4 year olds)

- If a child is sharing their 'free' childcare across more than 1 provider, the parents / carers need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day.
- 30 Hours eligible families only – please note if the 30 Hours are being shared with a school nursery, the school nursery will usually receive the Universal 15 Hours. If the parent / carer intend to use their additional 15 hour entitlement for a school nursery place please email eycommissioning@northtyneside.gov.uk to confirm this arrangement prior to finalising a place.

Autumn Term 2019

My child is attending **THIS** school / childcare provider:

Name of school / childcare provider		Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
		Mon	Tues	Wed	Thurs	Fri		
	15 Hours (Eligible 2 year olds only)							
	Universal 15 Hours (All 3 and 4 year olds)							
	Additional 15 Hours* – only complete if your 3 / 4 year old child is eligible for the 30 Hours entitlement							

***Please note:** you will lose these hours, following a 'grace period', if you stop being eligible for the 30 Hours

My child is also attending the following **additional** childcare provider / school

Name of additional childcare provider or school		Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
		Mon	Tues	Wed	Thurs	Fri		
A	15 Hours (Eligible 2 Year olds only)							
	Universal 15 Hours (All 3 and 4 year olds)							
	Additional 15 Hours* – only complete if your 3 / 4 year old child is eligible for the 30 Hours entitlement							

***Please note:** you will lose these hours, following a 'grace period', if you stop being eligible for the 30 Hours

My child is also attending the following **additional** childcare provider / school

Name of additional childcare provider or school		Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
		Mon	Tues	Wed	Thurs	Fri		
B	15 Hours (Eligible 2 Year olds only)							
	Universal 15 Hours (All 3 and 4 year olds)							
	Additional 15 Hours* – only complete if your 3 / 4 year old child is eligible for the 30 Hours entitlement							

***Please note:** you will lose these hours, following a 'grace period', if you stop being eligible for the 30 Hours

Spring Term 2020

My child is attending THIS school / childcare provider:

Name of school/ childcare provider		Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
		Mon	Tues	Wed	Thurs	Fri		
	15 Hours (Eligible 2 Year olds only)							
	Universal 15 Hours (All 3 and 4 year olds)							
	Additional 15 Hours* – only complete if your 3 / 4 year old child is eligible for the 30 Hours entitlement							

***Please note:** you will lose these hours, following a grace period, if you stop being eligible for the 30 Hours

My child is also attending the following additional childcare provider / school

Name of additional childcare provider or school		Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
		Mon	Tues	Wed	Thurs	Fri		
A	15 Hours (Eligible 2 Year olds only)							
	Universal 15 Hours (All 3 and 4 year olds)							
	Additional 15 Hours* – only complete if your 3 / 4 year old child is eligible for the 30 Hours entitlement							

***Please note:** you will lose these hours, following a grace period, if you stop being eligible for the 30 Hours

My child is also attending the following additional childcare provider / school

Name of additional childcare provider or school		Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
		Mon	Tues	Wed	Thurs	Fri		
B	15 Hours (Eligible 2 Year olds only)							
	Universal 15 Hours (All 3 and 4 year olds)							
	Additional 15 Hours* – only complete if your 3 / 4 year old child is eligible for the 30 Hours entitlement							

***Please note:** you will lose these hours, following a grace period, if you stop being eligible for the 30 Hours

4. Early Years Pupil Premium (EYPP) Registration Form – 3 & 4 year olds ONLY (Please Print)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to early education / childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years experience by improving the teaching and learning and facilities and resources with the aim of impacting positively on your child's progress and development. For more information please speak to your early education / childcare provider.

In order for the Local Authority to check eligibility and provide this additional funding to your child's setting, please provide your name, National Insurance number and date of birth below.

1.1.1.1.1 Child's Full Name	
1.1.1.1.2 Parent/Carer Legal Surname (as per Birth Certificate and Benefit Documents)	
Parent/Carer Legal Forenames (as per Birth Certificate and Benefit Documents)	
Date of Birth (parent / carer) (dd/mm/yyyy)	
National Insurance Number / NASS Number	

Three and four year olds who currently access free early education will attract EYPP funding if they meet at least one of the following from the criteria below:

a. The child's parents are in receipt of one of the following benefits:	TICK
Income Support	
Income-based Jobseeker's Allowance	
Income-based Employment and Support Allowance	
Support under part VI of the Immigration and Asylum Act 1999	
The guaranteed element of State Pension Credit	
Child Tax Credit (provided they're not also entitled to Working Tax Credit and have a annual gross income of no more that £16,190)	
Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit	
Universal Credit	
b. Looked After Children looked after for 1 day or more (the Local Authority will identify any Looked After Children who are eligible for EYPP funding)	
c. Children who have been adopted from care	
d. Children who have left care under special guardianship order or residence order	

5. Disability Access Fund Declaration – 3 & 4 year olds ONLY

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible from the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?	YES	NO
If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF		

6. Declaration

I (PRINT Name)

of (PRINT Address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise

PRINT Provider

Name(s)..... to claim free entitlement funding as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Term	Parent / Guardian Signature	Date	Provider Signature	Date
Autumn Term Sept – Dec				
Spring Term Jan – Mar				

TWO YEAR OLD PROVISION - PAID PLACES AGREEMENT

This agreement is made between

'Fordley Flyers' at Fordley Primary School and

the parents / carers of _____

The agreement will be in place from

(DATES)_____ until_____

as discussed and agreed with Mrs G. Hawdon (Office Manager) or Mrs S. Rowley
(Finance Clerk)

You have requested _____ two year old provision session/s at 'Fordley Flyers'

which is part of Fordley Primary School. The sessions you requested have been

allocated to _____(am or pm) for the following days:

Monday Tuesday Wednesday Thursday Friday

The following forms the agreement between Fordley Primary School and

_____ *insert name of parents / carers.*

Child's Name D.O.B.....

Parent/Carer Name

Address.....

..... Post Code.....

Charges are £15.00 per session

- Payment may be made by cash, cheque (made payable to Fordley Primary School) or using childcare vouchers and **must be made at least one week in advance**.
- Absence due to illness/holidays is not refunded (due to the need to pay for staff)
- Unattended sessions for any other reason are not refunded.
- Any failure to pay in advance on the agreed terms following a start date either by a returned payment via cheque or not sending payment via your childcare voucher provider will result in the loss of your place and will result in Fordley Primary School debt recovery processes being implemented.

I intend to pay for my child's additional sessions by:

(Please tick the appropriate box)

Cash ☐

Cheque ☐

Childcare Vouchers ☐

My Childcare Voucher provider is _____

My National Insurance number is _____

All other policies and procedures relating to provision of early years education at Fordley Primary School remain in force throughout any paid session/s

I agree to abide by the terms of this agreement

Signed Parent/Carer Signed Headteacher

Date

All of the above information is strictly confidential and kept safe in Fordley Primary School adhering to GDPR

ADDITIONAL NURSERY SESSIONS - PAID PLACES AGREEMENT

This agreement is made between

'Fordley Nursery' at Fordley Primary School and

the parents / carers of _____

The agreement will be in place from

(DATES)_____ until_____

as discussed and agreed with Mrs G. Hawdon (Office Manager) or Mrs S. Rowley
(Finance Clerk)

You have requested _____ additional Nursery session/s at 'Fordley Nursery'

which is part of Fordley Primary School. The sessions you requested have been

allocated to _____(am or pm) for the following days:

Monday

Tuesday

Wednesday

Thursday

Friday

The following forms the agreement between Fordley Primary School and

_____ *insert name of parents / carers.*

Child's Name D.O.B.....

Parent/Carer Name

Address.....

..... Post Code.....

Charges are £19.00 per session (including lunch supervision)

- Payment may be made by cash, cheque (made payable to Fordley Primary School) or using childcare vouchers and **must be made at least one week in advance.**
- Absence due to illness/holidays is not refunded (due to the need to pay for staff)
- Unattended sessions for any other reason are not refunded.
- Any failure to pay in advance on the agreed terms following a start date either by a returned payment via cheque or not sending payment via your childcare

voucher provider will result in the loss of your place and will result in Fordley Primary School debt recovery processes being implemented.

I intend to pay for my child's additional sessions by:
(Please tick the appropriate box)

Cash ☐

Cheque ☐

Childcare Vouchers ☐

My Childcare Voucher provider is _____

My National Insurance number is _____

All other policies and procedures relating to provision of early years education at Fordley Primary School remain in force throughout any paid session/s

I agree to abide by the terms of this agreement

Signed Parent/Carer Signed
Headteacher

Date

All of the above information is strictly confidential and kept safe in Fordley Primary School adhering to GDPR.