

Federation of Priddy and St. Lawrence's C of E Primary School

Pre-school Fees Policy



Ratification

Role	Name	Signature	Date
Chair of Governors	Phil Purdy	<i>Phil Purdy</i>	March 2026
Headteacher	Sharon Foxall	<i>S. Foxall</i>	March 2026

Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annually	March 2026	Maria Tucker	March 2027

Saplings Preschool Fees and Early Years Entitlement Policy

Our Preschool operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Session Times

Saplings is open Monday - Friday from 8.45am to 3.15pm during term time. We are open for 38 weeks a year and operate to the same term dates as Priddy and St Lawrence's schools, including all INSET training days.

Fees and Invoicing

Our session times and fees are as follows:

	Summer 2026	Autumn 2026 & Spring 2027
2 year olds Morning session 8.45am – 12.00pm (3.25hrs)	£19.50	£22.75
2 year olds Morning session & lunch 8.45am – 1.15pm (4.5hrs)	£27.00	£31.50
2 year olds Full day 8.45am – 3.15pm (6.5hrs)	£39.00	£45.50
3 and 4 year olds Morning session 8.45am – 12.00pm (3.25hrs)	£16.90	£18.20
3 and 4 year olds Morning session & lunch 8.45am – 1.15pm (4.5hrs)	£23.40	£25.20
3 and 4 year olds Full day 8.45am – 3.15pm (6.5hrs)	£33.80	£36.40

The hourly breakdown for these sessions are £5.20 for Summer term and £5.60 for Autumn and Spring terms for children aged 3 and 4 years old; and £6.00 for Summer term and £7.00 for Autumn and Spring terms for 2 year olds.

The 3-year-old cost per hour will come into place the first full week after your child's third birthday.

Lunch: Children staying for lunch can either bring a packed lunch or we offer the opportunity to purchase a hot lunch at a cost of £2.75. Hot lunches need to be ordered two weeks in advance and can be booked and paid for through Scopay, the schools online payment system.

All fees are charged termly and must be paid by the dates shown on the invoice. Invoices are payable through Scopay, the schools online payment system. Invoices will be itemised to clearly separate funded hours and private paid hours. We do not charge top-up fees for funded hours and no non-refundable deposits or registration fees will be required as a condition of taking up funded hours. Fees will be invoiced to the person(s) named on the Admission Form. Any parent/carers having financial

difficulties or a change of circumstances should discuss this in confidence with the Pre-School Leader or School Business Manager as soon as possible to agree a plan.

Tax free Childcare

If you are paying fees using Tax Free Childcare please can you let the School Business Manager know your TFC code, date and amount paid each time a payment is made. This will ensure your account is updated in a timely manner.

Non-payment of fees

All fees must be paid by the date on the invoice. If fees are left outstanding the School Business Manager will send a payment reminder via email. If a payment has not been made within 10 days of this email, a letter will be sent arranging a payment plan, which will be agreed and signed by both parties. If a parent/carer defaults on the payment plan, or does not commit to one, the child will be restricted to Early Years funded hours only until the debt is cleared. If the child is not entitled to Early Years funded hours then the child's place will be withdrawn. This will be confirmed in writing.

If a failure to pay has occurred the child(ren) may increase to private paid hours once the debt is cleared, but these hours must be paid for in advance to prevent further debt occurring. If payments are missed the child(ren) will automatically be reduced to funded hours only until the bill is paid.

If parents are repeatedly late in paying each instalment of fees, then they will be required to pay the invoice in full, in advance.

Late Collection

The Pre-school arranges staffing to cover normal hours, and seeks to recover those and all other costs through the normal fee arrangements. That staffing does not provide cover outside the normal opening hours of the Pre-school. Children need to be collected promptly at the end of sessions to ensure we maintain ratios, and at the end of the day to allow staff sufficient time to carry out their duties.

Parents who are late collecting their children will be charged £5 for each 15 minutes, or part thereof, beyond the stated finish time.

Should you be unable to collect your child at the correct time you must inform the pre-school as soon as possible. If you have not informed us of a late collection 15 minutes after your child's collection time, we will attempt to call parents/carers and then your child's emergency contacts if we are unable to speak to parents/carers. Child protection procedures will begin if a child is not collected within 1 hour after the setting has closed, as staff will no longer be able to supervise the child on the premises.

Early Years Entitlement Funding and Early Learning for 2-Year-Olds

All 3 and 4-year-olds are entitled to up to 15 hours of funded early education or childcare a week. Your child will become eligible for the early years entitlement funding in the funding period after their third birthday. If your child qualifies for Early

Learning for 2-year-olds, then funding will be available from the date stated on the acceptance letter addressed to you.

The funding periods are:

- Autumn – 1 September to 31 December
- Spring – 1 January to 31 March
- Summer – 1 April to 31 August

Below is a guide if a child is about to access the funding for the first time, it is broken down into funding periods and birthdays:

- If the child is born between 1 April and 31 August, funding can be claimed from 1 September – autumn funding period
- If the child is born between 1 September and 31 December, funding can be claimed from 1 January – spring funding period
- If the child is born between 1 January and 31 March, funding can be claimed from 1 April – summer funding period

Children who are 4 between 1 September and 31 December will be able to claim up to a maximum of 385 hours from 1 January to 31 August. Children who are 4 between 1 January and 31 March will be able to claim up to a maximum of 242 hours from 1 April to 31 August.

To claim the Early Years Entitlement funding the following information is required

- Child's legal documentation, birth certificate, passport.
- EYE funding parent declaration form – completed every term and signed by the parent/carer.

It is the parents'/carers' responsibility to produce the child's legal documentation; without this we will charge normal session fees as we will be unable to claim the EYE funding.

You can use more than one childcare provider but you can only claim the maximum entitlement of hours per funding period in total. If you choose to use part or all of your entitlement in an alternative setting, we will charge you for any extra hours accessed.

Working Families Entitlement

Working parents of children aged from 9 months up to their third birthday can claim up to 1140 hours of funded childcare over a year, for example 30 hours a week for 38 weeks. The offer can be 'stretched' so that fewer hours per week are taken over more weeks. 30 hours is the maximum number of hours available per week.

Parents of children aged from 9 months will need to meet the criteria and receive a valid eligibility code to be eligible for the working families entitlement. Children become eligible in the funding period after they turn 9 months old.

Working parents of 3- and 4-year-olds can claim up to 570 hours over a year, in addition to the Early Years Entitlement funding, making a total of 1140 hours a year, for example 30 hours a week for 38 weeks. The offer can be 'stretched' so that fewer hours per week are taken over more weeks. 30 hours is the maximum number of hours available per week.

Parents of 3- and 4-year-olds will need to meet the criteria and receive a valid eligibility code to be eligible for the working families entitlement of up to 570 hours a year. Children become eligible in the funding period after their third birthday.

To see if you are eligible, or to apply for Working Families Funding please click on the link below.

[Apply for working families entitlement](#)

To claim Working Families funding the following information is required

- Child's legal documentation, birth certificate, passport.
- EYE funding parent declaration form – completed every term and signed by the parent/carer.
- Eligibility code from registered parent (HMRC)
- Registering parents National Insurance number and consent to share NI with Somerset County Council EYE team)

It is the parents' /carers' responsibility to produce the child's legal documentation without this we will charge normal session fees as we will be unable to claim the EYE funding.

Grace period

If you are no longer eligible for the working families entitlement, you will enter a grace period where you may be able to retain your childcare place for a short period of time.

You will not be able to claim the working families entitlement if you start at a provider when you are already in your grace period.

If the grace period has expired and you have either not met the eligibility criteria or not reconfirmed your code, you will have to pay for any childcare accessed beyond the grace period end date that was previously funded by the working families entitlement. This does not affect your universal entitlement for 3- and 4-year-olds or the Early Learning for 2-year-olds entitlement.

Absences

For holidays, normal fees will be payable to keep the child's place available. Financially it's not sustainable for us to keep a place open and receive no fees during this period.

In the case of short-term illness, full fees will be payable. For long term illness, individual circumstances may be discussed with the Preschool Leader to reach an agreement.

No charge will be made for inset days or bank holidays. In the case of severe weather or circumstances beyond our control forcing the closure of Preschool, fees will still be payable as we will still incur costs such as paying staff.

Increasing sessions

A parent/carer can request to increase a child's hours at any time verbally, by sending an email or in writing to the Pre-school Leader. All sessions are subject to availability.

Decreasing sessions / cancellation of place

A parent / carer may choose to remove their child from a session or from Preschool completely by giving 4 weeks' written notice to the Preschool Leader. If written notice is not received, four weeks' fees will be charged and/or Early Years funding for the four weeks will be claimed.

Notice to changes to the Fees Policy

Fees are reviewed annually; increases will usually only occur once during the year. The Federation reserve the right to review and increase fees at other times if necessary. Any increase will be notified by the Pre-school at least one half-term in advance of the increase being applied. Full details will be explained in a letter to Parents/Carers should this occur.