

Highbury Primary School & Nursery



Nursery Fees Policy

Statement of Intent

Highbury Primary School and Nursery value their relationship with parents/carers. We aim to be sympathetic towards any difficulties in paying your child's fees. However, we are a business and are unable to function effectively without these payments.

Aim

We aim to help parents/carers to pay all fees due to us by offering an agreed flexible system and following a fair procedure. We aim to do all we can to support parents/carers in paying fees on time.

Policy

Fees are due IN ADVANCE at all times. Parents/carers will be issued with an invoice at the beginning of each month detailing the fees due. You will have 7 days to pay. Fees are still payable should your child be absent for any reason, **including holiday**. If your child is absent for more than a three week period (due to hospital stay etc) you will need to speak to the Nursery Manager/Admin Officer prior to your child's absence where a discounted fee agreement may be arranged.

If you wish to change/cancel any of your child's sessions, four weeks' notice is required. Should you wish to remove your child from Highbury Primary School & Nursery, four weeks' notice is required. Payment of fees/extra hours must be paid during the notice period. We are happy to accept cash, cheque (made payable to Highbury Primary School), BACS payments, tax free childcare payment scheme or childcare vouchers.

Non Payment

If payment is not received within 7 days of the invoice date, a reminder email/letter will be sent. If payment is still not received, a final reminder email/letter will be issued with a deadline date. If payment is not received by the deadline date we will have no option but to suspend your child's place at Nursery until the payment is brought up to date. Fees are still applicable during this time.

If your child is eligible for Government funding, they may attend Nursery for their funded hours only. No additional hours can be granted. If you are having difficulties paying your child's fees on time you should speak in confidence to the Nursery Manager/Admin Officer where a payment plan may be agreed. If payment is still not received and the payment plan is not being adhered to, we will have no option but to terminate your child's place at Nursery and refer your debt to a debt collection agency - this may incur additional charges payable by you.

Thank you for your co-operation.

Policy Reviewed:	06 June 2022
Review Date:	September 2023

Nursery Manager:	Rebecca Frost
School Business Manager:	Sam Tindall
Admin Officer:	Angie Bayliss

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**

The University of Chichester (Multi) Academy Trust is a company limited by guarantee, registered in England and Wales. Company number: 8595545.
Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE