St Peter's C of E Primary School Pre-School Payment Policy
September 2026

Statement of Intent

The preschool is committed to provide a safe environment for all children & staff. We aim to offer a wide range of activities and resources to all who attend. To enable us to do this we need to ensure sufficient funds are available and a fair system is in place to all parents & guardians.

Aim

The aim of this policy is to ensure that our expectations for the payment of fees are clear and that we follow an agreed procedure with regards to the non- payment of fees.

Non- payment of fees

- If there is a delay in paying an invoice, we will send an email/letter to the parent after one week requesting payment. We will follow this up with a second letter a week later, and then a third letter after an additional week.
- If the debt continues to be unpaid, we will refer to our Governing Body for legal action (see Debt Policy: Traded Services).
- If you are experiencing problems paying, please talk to us. It may be possible to arrange payment by smaller installments
- Children's additional hours not covered by FEEE will be suspended after two weeks of non-payment. Your child would still be entitled to their government funded hours.

Payment Following Sickness / Absence

Fees must still be paid when your child is sick or on holiday, except in exceptional circumstances at the discretion of the headteacher.

Notice Period

If at any time other than your child leaving to start school, you no longer require a place at pre-school, we would expect a four-week term time written notice. If no notice is given, we would expect four weeks term time fees to be paid as per our policy.

Additional Cost for 'Consumables' for funded children

We believe in providing your child with an exceptional preschool experience. That's why we enrich the standard EYFS framework with a vibrant array of activities and experiences designed to spark curiosity and foster deeper learning. Your child will benefit from initiatives such as outdoor adventures, hands-on cooking and gardening, regular outings to the local area to connect with our community, professional-led sports activities that promote physical development, and an enhanced mental health curriculum focused on building emotional resilience.

A consumable fee enables us to provide the resources for this enriching program, which goes beyond the typical early years offering. This core program will be offered throughout the year, with exciting termly variations. A detailed overview of each term's enrichment activities will be available on the school's website.

Should you prefer that your child does not participate in the enriched curriculum and wish to discuss a limited provision that adheres to the basic EYFS requirements, thereby avoiding the consumable fee, please contact Mrs. Claydon or Mrs. Williams.

We are committed to ensuring all children are able to access our enriched provision. For families eligible for Early Years Pupil Premium funding, these funds will be allocated to cover the consumable fees, allowing your child to fully participate without any additional cost to parents. If you would prefer to discuss alternative uses for this funding, please contact Mrs. Claydon or Mrs. Williams.

The consumable fee is £4 per session.

Please speak to Mrs Claydon if you have any questions regarding payment.

Fees

Sessions are as follows:

- £8.75 per hour for two-year-olds
- £6.75 per hour for three/four-year-olds
- £2.50 pre-school lunch
- Consumables £4.00 per session

Review of fees

The Governing body will review the fees set on an annual basis. Parents and guardians will be given notice of no less than four weeks of any proposed increase in fees.

Appendix

Preschool Payment Policy: Parent Contract

Funded Early Education Entitlement (FEEE): From September 2025, the FEEE programme is expanding. Working parents in England will be able to access 30 hours of free early education and childcare for their children from the term after they turn nine months old, until they reach school age, if they meet the eligibility criteria.

Parents can visit Childcare Choices to find out how to apply for funding:
https://www.childcarechoices.gov.uk/childcare-support-available

We **will** ask for proof that you have applied so make a note of the reference number.

Where a child is eligible for funded hours under the FEEE payment scheme, parents/ guardians are asked to complete a parent/carer agreement form which we will provide each term.

Essex County Council will set the funding rates and make payments to the school. No direct payments are ever made to parents.

Additional Hours not covered by the free funding: For any additional hours not covered by the funding, we will invoice parents/guardians each month. Payments will be due on receipt of invoice. Payment can be made by cash or online via school gateway. Child care vouchers/tax-free vouchers are also accepted.

Non- payment of fees

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- If the debt continues to be unpaid, we will refer to our Governing Body for legal action (see Debt Policy: Traded Services).
- If you are experiencing problems paying, please talk to us. It may be possible to arrange payment by smaller installments
- Children's additional hours not covered by FEEE will be suspended after two weeks of non-payment. Your child would still be entitled to their government funded hours.

Fees can be paid using childcare vouchers/tax-free childcare (TFC) and if this is your preferred option, please speak to our School Officer for further details.

Payment Following Sickness / Absence: Fees must still be paid when your child is sick or on holiday, except in exceptional circumstances at the discretion of the headteacher.

Notice Period: If at any time other than your child leaving to start school, you no longer require a place at pre-school, we would expect a four-week term time written notice. If no notice is given, we would expect four weeks term time fees to be paid as per our policy.

Additional Cost for Consumables for funded children: A consumable fee enables us to provide the resources for this enriching program, which goes beyond the typical early years offering. This core program will be offered throughout the year, with termly variations. A detailed overview of each term's enrichment activities will be available on the school's website from September 2025. Contact Mrs. Claydon or Mrs. Williams if you prefer that your child not participate in the enriched curriculum and wish to discuss a limited provision that adheres to the basic EYFS requirements, thereby avoiding the consumable fee.

Fees: Sessions are as follows:

- £8.75 per hour for two-year-olds
- £6.75 per hour for three/four-year-olds
- £2.50 pre-school lunch
- Consumables £4.00 per session

Review of fee: The Governing body will review the fees set on an annual basis. Parents and guardians will be given notice of no less than four weeks of any proposed increase in fees.

Name: _____

Signature: _____ Date: _____