

Highbury Primary School & Nursery



Nursery Fees Policy

Statement of Intent

Highbury Primary School & 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.

Highbury Primary School & Nursery will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and that they understand fees paid for any additional hours.

Payment

Nursery fees are due **IN ADVANCE** at all times. Parents/carers will be issued with an invoice at the beginning of each calendar month detailing the fees due. This will be sent electronically via Famly. You have 7 days to make payment.

Fees are still payable should your child be absent for any reason, **including illness and 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.

We are happy to accept cash, BACS payments, and tax-free childcare payment scheme or childcare vouchers. (Please note that childcare vouchers cannot be accepted to pay for school lunches.)

Late Payment Charge

All invoices must be paid within 7 days of the invoice issue date. If payment is not received within this time, you will be granted a 7 day grace period. If the account remains unsettled at the end of the grace period, an automatic late payment charge of £25.00 will be added to your account and your child's place will be suspended.

- Funded Children - Your child will only be able to attend nursery for their funded hours until your account has been settled in full.
- Paying children will be unable to attend nursery until the account is settled in full.

Non Payment of Fees

If you are having difficulties paying your child's fees on time please 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.

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Top-Up Fees

We do not charge parents 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places).

Chargeable Extras

Please find below a list of our chargeable extras:

Description	Unit	Unit Price	Notes
Additional hours purchased	Per hour	£7.00	Invoiced monthly in advance
Late Collection Fee	Per 5 minutes	£5.00	Added to next invoice (Refer to Collection of Children Policy)
Late Payment of Invoice Charge	Per occasion	£25.00	As detailed in this policy
Snack	Per week	£0.50	Billed termly in advance
Consumables: Baby wipes Nappies Sun cream	Per pack Each Per bottle	£1.00 £0.50 £5.00	Added to next invoice
Hot School Lunch	Per meal	£2.68	To be paid via ScoPay in advance (Refer to Hot Dinner Debt Policy)
Trips and Events	Per event	Variable	Details will be sent to parents in advance
Uniform	Per item		Available via external supplier

Policy Reviewed:	June 2025	Nursery Manager:	Rebecca Frost
Review Date:	June 2026	Admin Officer:	Angie Bayliss

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