



Pre-School Fees Policy

This document is intended for use as guidance only. The purpose is to provide example elements, structures and information commonly found in such policies. Schools and academies must ensure that any policies derived from the guidance in this model policy reflect their own specific requirements, such as setting, pupil ages, and percentages of pupils with special educational needs.

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Fees](#)
3. [Eligibility for 30 hours free childcare](#)
4. [Payment information](#)
5. [Late collection](#)
6. [Difficulty with payments](#)
7. [Debt collection](#)
8. [Roles and responsibilities regarding debt collection](#)
9. [The process for pursuing debts](#)
10. [The waiving of debts](#)

Appendices

[Letter to Parents: 30 Hours Free Childcare](#)

Statement of intent

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

We aim to:

Develop and plan for a pre-school at Hughenden Primary School with the intention to offer this provision to a maximum of 16 children offering either 15 hours or 30 hours. This will open in September 2018.

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

This Preschool 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.

Children joining our preschool do not automatically gain a school place at Hughenden Primary School as a Rising 5. Parents still have to apply through the County Council Admissions Team.

Signed by:

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

Legal framework

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

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- 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'

Fees

Hughenden 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.

The charges are as follows:

- £4.25 per hour
- The morning session, utilising the Universal 15 hours free provision a week is from 9am to 12noon. If a hot meal is required there will be a charge of £2.40 per day and children will stay to 12.30pm. There is also a pro-rata supervisory charge of £2.15 per day to cover the supervision costs incurred.
- For children staying for the extended 30 hours free provision a week, where eligible, the session will run from 9-3.15pm encompassing the lunchtime period and the changeover from those leaving at 12pm. There is no separate charge for lunch time supervision for parents booking a whole day.
- The option to choose a mixture of half days or full days across the week to suit your needs.
- If a hot meal is required there will be a charge for this. Whilst we encourage all children to take a hot meal, children can bring a packed lunch also.
- Parents can request a hot lunch for their child in advance using a Live Kitchen login which will be provided. The meals can be paid for by either Direct Debit (form

obtained from Live Kitchen account) or by an online payment direct to Dolce Customer Services. Please note the school cannot take any payments for hot meals, it must go to Dolce direct due to new GDPR data protection rules. The cost of the hot meal is £2.40 for each lunch provided.

- Parents will book the required sessions for each week a term in advance.

Eligibility for 30 hours free childcare

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.

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.

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.

The school will retain digital copies of documentation to enable the LA to undertake audits and fraud investigations; however, as per GDPR regulations they will be stored securely and deleted when there is no longer any good reason to keep the data.

If a child becomes ineligible they will be entitled to a grace period as shown below, after which they will have the option to pay for the additional childcare hours but will still be entitled to take up their universal entitlement.

Date parent receives ineligible decision on reconfirmation	LA audit date	Grace Period End date
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

If the parent has been taking up the extended entitlement at more than one provider, the local authority should continue to fund 15 hours at the provider of the parent's choice.

Payment information

Payments should be made a half term in advance on for all non-statutory sessions and lunches, which parents have booked for their child that week.

Payments will be made by cheque or cash at the school office clearly noted 'Hughenden Hoppers Pre-School'. Cheques will be made payable to Hughenden Primary School. This will be for the difference in session price if you have chosen to book for 30 hours but only receive funding for 15 hours plus any supervisory charges for lunch time periods, where applicable.

If a parent issues a cheque that cannot be cashed, a £10 fine will be issued along with any bank charges incurred and all future payments must be made in cash.

Online payment direct into the school's bank account is also permissible. To obtain the details and discuss the procedure, contact the school office.

Payment is required when a child is on holiday or absent due to illness as the Pre-School must hold the child's place during this period and staff rotas are set on a termly basis.

If a child is absent for a long period due to illness, the Pre-School will decide on a case-by-case basis as to whether fees will need to be paid for the period. The Pre-School's decision is final.

Late payments will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees each week.

One term's notice and payment will be required to withdraw your child from the Pre-School.

Late collection

Staffing ratios must be maintained at all times. It is essential for safeguarding to pick up within the specified times. Persistent lateness or delays will require a separate conversation with Senior Leadership staff.

Difficulty with payments

The school will work with parents to ensure all avenues for assistance with payments are explored.

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 the school office as early as possible, to reach a suitable arrangement for both parties.

Debt collection

The governing board has a duty to ensure the school receives all the funds to which it is entitled, including preschool fees.

The governing board will not write off any debt.

Roles and responsibilities regarding debt collection

The headteacher and school business 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.

The governing board:

- 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 the Headteacher.

The process for pursuing debts

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.

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.

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.

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.

Possible **legal action** – If no payment is made, the LA will decide whether to take legal action against the debtor.

The waiving of debts

The waiving of debts is at the discretion of the **headteacher** and the **governing board**.

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. The **headteacher** is authorised to waive debts in consultation with the Governing Body.

Debts between **£100** and **£500** will only be waived with the approval of the **governing board**. Debts of **£500** or more will never be waived.



Hughenden Primary School

Letter to Parents: 30 Hours Free Childcare

30 hours extended early years entitlement for eligible three- and four-year-olds

Dear Parents,

Universal free childcare entitlement for three- and four-year-olds is available for certain working parents for 30 hours per week.

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 below cut-off slip to the **school office** by **the end of the Summer term**, indicating whether you consent to your data being used in this way and, if consent is given, providing the requisite information.

Yours faithfully,

Sarah Leighton

Headteacher

Full name:		
Signed:		
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.

Unique eligibility code:	
National Insurance Number:	
Child's Date of Birth	

Headteacher: Mrs Sarah Leighton

Spring Valley Drive, Hughenden Valley, Bucks, HP14 4LR

Tel No: 01494 562501

Email: office@hughendenprimary.co.uk

www.hughenden.eschools.co.uk

