

St. Paul's Catholic Primary School

Part of Bishop Bewick Catholic Education Trust



Growing in God's Love to Be the Best We Can Be

LITTLE LAMBS & NURSERY FEES POLICY



Approved by: Local Governing Committee

Date:

Last reviewed on: May 2025

Next review due by: May 2026

Changes made:	Reason:	Date:
LL/Nur open times	Brought in line with main school	May 2025
30 hour funding for 2 year olds	Expansion of funding offer	May 2025

ST. PAUL'S MISSION STATEMENT

St. Paul's Catholic Primary School is a vibrant Christian community at the heart of which is a love for God. It respects the uniqueness of the individual made in God's image and loved by him and this is immersed in our core values of Resilience, Empathy, Self-Awareness, Positivity, Excellence, Communication and Teamwork.

We aim to deliver a high standard of education which challenges all, based on the understanding that the whole person is celebrated and inspired to contribute.

We aim for excellence in the daily life of our school, where together we live, love, learn and celebrate.

In working outwardly, our partnership with parents, our parishes, other schools and the wider community, will benefit.

We will endeavour to provide open and supportive communication which fosters effective, caring relationships between all.

"Growing in God's Love to Be the Best We Can Be"



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Statement of intent

St. Paul's Catholic Primary School aims to provide 2-4 years olds with a pre-school nursery experience that is affordable, high quality and geared towards a smooth transition to primary school.

This Little Lambs and Nursery 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.

1)Legal framework

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

- Childcare Act 2006
- Childcare Act 2016
- The General Data Protection Regulation
- Data Protection Act 2018
- The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended)
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016 (as amended)
- DfE (2018) 'Early years entitlements: operational guidance'
- DfE (2018) 'Early education and childcare'

2)Fees

2.1. Parents are charged for care provided outside of the following provision:

- Universal 15 hours free provision a week for all three to four-year-olds.
- Extended 30 hours free provision a week for eligible three to four-year-olds.
- 15 hours free provision for two year olds via disadvantaged or working families funding.
- 30 hours free provision for two year olds via working families funding.
- Late collection from setting.

2.2. The charges are as follows:

- Late collection charge of £5.00.
- £2.00 for each lunch provided
- £5.00 per hour
- Wraparound care charges (see appendix 1)

2.3. Parents will inform school of their child's lunchtime arrangements before the start of each school term.

2.4. The 30 hours free childcare offer cannot be used to pay for meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips). The

school may charge a fee for these additions. If parents choose to pay for these, it is an arrangement between the parent and the school.

2.5. Parents will not be required to pay any fee as a condition of taking up a '30 hours' place.

3)Payment information

3.1. Payments for school meals should be made in advance of the meal being taken via Arbor MIS system.

3.2. Payments for all booking charges are to be made via Arbor MIS system.

3.3. Payment for bookings is required when a child is on holiday or absent due to illness, as the nursery must hold the child's place during this period.

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

3.5. Wraparound care payments are documented in Appendix 1.

4)Difficulty with payments

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

4.2. 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 Mrs Kelly, the School Office Manager, as early as possible, to reach a suitable arrangement for both parties.

5)Debt collection

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

5.2. The school will not initiate legal action to recover debts; however, we will refer uncollected debts to BBCET to consider such action.

6)Roles and responsibilities regarding debt collection

6.1. The Headteacher and School Office Manager will ensure that:

- Letters requesting money are accurately recorded and well-maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including times of both letters and phone calls.

- A final reminder is sent 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.

6.2. The governing board:

- Will prescribe and regularly review the arrangements for debt recovery.
- At its discretion, will refer uncollected debts to the LA for consideration for legal action.
- Will record all approved action in the minutes of the relevant meeting.
- Will adhere to privacy arrangements.

7)The process for pursuing debts

7.1. Informal reminder - The debtor will be informally reminded in person or by telephone/text message that they owe money to the school.

7.2. First reminder - If the debt is yet to be paid after an informal reminder, a formal email / letter will be sent to the debtor.

7.3. Second reminder - If the debt is yet to be paid after a first formal reminder, a second formal email/letter will be sent to the debtor. These reminders 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.

7.4. Final reminder - If no response is received following the second reminder, the school will send an email/letter to the debtor advising them that they will be referring the matter to the BBCET to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.

7.5. Possible legal action - If no payment is made, and the governing board decides to escalate the matter to the BBCET, the BBCET will decide whether to take legal action against the debtor.

8)The waiving of debts

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

8.2. 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.

9)Monitoring and review

9.1. This policy will be reviewed on an annual basis by the Headteacher and School Office Manager in conjunction with the governing board.

9.2. The next scheduled review date is May 2026.

APPENDIX 1:

WRAPAROUND CARE FOR LITTLE LAMBS & NURSERY PROVISION

St. Paul's Catholic Primary School strives to meet the needs of all parents.

Childcare is offered between 7.30-8.45am and 3.15 - 6.00pm to extend the school day offer.

School offer the following sessions for early morning provision:

	7.30am - 8.45am - £6.25	8.00am - 8.45am - £3.75
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Extended care after school is available as follows:

	3.15pm - 4.15pm - £5.00	3.15pm - 5.30pm - £11.25	3.15pm - 6.00pm - £13.75
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Sufficient staff need to be employed to provide a 1:5 ratio due to DfE guidance, therefore **all sessions must be booked one half term in advance.**

Terms and Conditions: applicable to wraparound care only

- Fees are still payable if your child is absent irrespective of the reason for absence
- Wrap-around care is booked half-termly and will be charged in full regardless of attendance.
- Fees should be paid using our online money payment system on the Arbor MIS system.
- Childcare vouchers are accepted for payment of fees.
- Children are expected to be collected on time.
 - Late collection after 6pm will result in a charge of £5.00 per hour being added to your Arbor account.
 - Late collection from a booked session will incur the charge for the next booking band.

Adapted to reflect new school opening times and new payment system for September 2025.