



Kingswood Nursery School

Fees, Charging and Overdue Payments Policy

Kingswood Nursery School
This policy has been reviewed and updated
by the Governing Body July 2025.

This policy will be reviewed by September 2026.

Kingswood Nursery School is committed to:

- Fostering a community that thrives on mutual respect, and where individuals feel safe.
- Fostering relationships through compassion and kindness, free of judgement.
- Seeking to understand, and celebrate, what makes our children and their families, unique.

These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

Kingswood Nursery School is a non-profit making establishment, but it is essential that we have a balanced budget and have no outstanding debts.

Families at Kingswood can access the Government Early Education and Childcare entitlement for their child in the following ways:

Age of Child	Hours per week	Circumstances	From when	Room?
2	15	Additional forms of support for family	As soon as they are 2.	Pre School
2	30	Eligible Working Families	As soon as they are 2.	Pre School
3 or 4	15	Universal	Term after they turn 3.	Nursery
3 or 4	30	Eligible Working Families	-	Nursery

More information and eligibility checks available at:
<https://www.childcarechoices.gov.uk/>

Fees are paid by:

- Those who stay for 30 minutes lunch in Nursery or Pre-School
- Those who book additional sessions in Nursery or Pre-School
- Those who are fee paying in Pre-School and Nursery
- Families incurring a late collection fee (see separate policy)

Families may also use 'Childcare vouchers' issued through their place of work.

Terms and Conditions state:

1. All illnesses, absences (including family holidays) and any unforeseen closures due to severe weather or other emergencies will be charged for.
2. We need 4 weeks written notice from fee-paying families for any decrease of care sessions or withdrawal of a child; otherwise all charges will be incurred.
3. We need 4 weeks written notice for any changes to lunch and/or extended care sessions in Pre-School or Nursery; for any decrease of sessions; or withdrawal of a child; otherwise all charges will be incurred.

4. If you would like to increase or change booked sessions we will arrange this, depending on availability, as soon as possible, after we have received your written notice.
5. Fees are reviewed annually. We reserve the right to alter fees or opening times with one month's notice.

Procedures for the administration of all invoices:

1. Invoices are sent out on a monthly basis and should be paid in full during the first week of each month.
2. An email is sent as a reminder of an overdue payment at the end of the first full week in which payment is overdue.
3. Admin staff will telephone if payment is still not received and a second invoice will be issued after 7 days of non-payment.
4. If fees are not paid by the 12th of the month a child may be refused care and lose their place in Nursery or Pre-School.
5. The Governors are keen to ensure all costs are paid, and will task the headteacher with using an Official Statutory Demand. This could result in a court claim.
6. Very occasionally, after discussion with the Headteacher and at her discretion, certain adaptations can be made to the above.

Other Costs including Special Events and Visits

Families may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

A private fund exists and is maintained by contributions of £25 per term, per family. This money covers some costs in providing daily snack provision for children, and consumables such as flour, shaving foam, tissues and cooking ingredients.

All our pupils should have an equal opportunity to benefit from special events held at school and outside visits, independent of the financial means of their family. Payment for these events is on a voluntary basis; however all the costs incurred must be covered. Therefore if insufficient voluntary contributions are received, the activity may have to be cancelled.

The Headteacher has the authority to consider and write-off bad debts up to the value of £100; the Governing Body has the authority to consider and write-off bad

debts up to the value of £500. Bad debts over £500 must be referred to the Chief Financial Officer for approval.

Source: Audit Financial Handbook for Schools, Part 1V Section 11:10

This policy was reviewed in July 2025.

Date for next review: July 2026.

Add appendix of fees

Issue	Date	List of Changes	Approved by	Authorised by
1	March 2015	This policy is an amalgamation and replacement of two previous policies: 'Bad debts' and 'Charging'.	Governing Body	Bernice Jackson - HT
2	June 2017	Added information about 30 hour funded children.	Governing Body	Bernice Jackson - HT
3	Oct 2019	Reviewed -no changes	Governing Body	Bernice Jackson - HT
4	October 2020	Charges reviewed and increased	Governing Body	Bernice Jackson - HT
5	March 2022	Months fees chargeable in advance on the childs first invoice see terms and conditions	Governing Body	Sam Godfrey SBM
6	January 2024	Slight changes to reflect increase in charges and systems.	Governing Body	Clare Macdonald - HT
7	July 2025	Addition of table to show funding available. Addition of sentence: The Governors are keen to ensure all costs are paid, and will task the headteacher with using an Official Statutory Demand. This could result in a court claim. Replace Parents/Carers with Families. Update to Fees to ensure they reflect Funded hour payments accurately.	Governing Body	Clare Macdonald - HT

Appendix 1-Outline of Fees

2025-2026 Fees

Additional Lunch Session

Session	Availability	Start Time	Finish Time	Cost
Lunch Session	Monday-Friday	11:30 am	12pm	£5 per session

Additional 3 hour sessions - Limited Availability

TOTAL HOURS	Price	
2 year olds Additional 3 hour Session	£24 (approx £8 an hour)	Government funding £8.50
3 and 4 year olds Additional 3 hour Session	£18.50 (approx £6 an hour)	£6 an hour

Late collection fee

£10 for first 15 minutes. £1 per minute afterwards.