

ST MARY'S CATHOLIC PRIMARY SCHOOL



Foundation Stage Unit Payment Policy

Policy Updated: April 2024

Policy Review Date: April 2025

Foundation Stage Unit Fee Structure

The first 15 hours, or 30 hours of extended entitlement* for those who are eligible, will be free at the Foundation Stage Unit.

Additional time will be charged at £5.22 per hour or part of. The Foundation Stage Unit is open during term time throughout the year.

Hot lunches can be provided at a charge of £2.65. Prices of school lunches are reviewed each year.

**There is further information at <https://www.gov.uk/30-hours-free-childcare> about whether you are eligible for 30 hours free childcare.*

Bookings

A booking form will be sent out to parents in advance for the following term. If parents wish to decrease the hours at the setting during the term, then they must give four weeks' notice.

Invoices

St Mary's Catholic Primary School will invoice parents at the start of every term detailing how much is due to be paid for that term. 50% of the invoice must be paid before the end of that half term, with the remainder of the invoice being paid by the last day of term. Payments are to be made via the school's online payment service only. Smaller instalments will be accepted, as long as the stated payment terms and dates are met.

If payment is not made, another letter will be send informing them that payment will be required the next time that the child attends the Foundation Stage Unit. If payment is not made at this point, the child will only be allowed to attend for their free 15 hours until payment can be made. Invoices will be adjusted throughout the term for any increased or decreased hours that may occur throughout the term. For decreased hours, invoices will only be adjusted if the four-week notice period has been observed.

Payment for holidays

There will be no reduction for holidays taken in term time.

Late Collection

We expect children to be picked up promptly at the end of their session. Late collections of more than 15 mins would incur a £10 charge.

Sickness

You should keep your child at home if they are too unwell to attend the Foundation Stage Unit. Please telephone the school office to let us know that your child will be unable to attend – fees will still be charged.

Notice period

If you wish to withdraw your child from the Foundation Stage Unit, please give 4 weeks' notice in writing, to the Head teacher.

Dated:April 2024 Signed by Chair of Local CAST Board.....