

Springmead School

Early Years Fees Policy

Date: 12/9/2018

Review period: 1 year

Early Years Fees Policy For children in receipt of Early Years Entitlement

Please read this policy alongside our Terms and Conditions, Acceptance Form and Commencement Pack

This fees policy forms part of the contract with the parents/carer and Springmead Independent Preparatory School and Nursery.

Springmead operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. Our opening times are as follows:

The nursery/reception school day is 8.30am to 3.30pm, 35 weeks per year. There is a mid-morning break and lunchtime is from 12.00 to 1.30 pm to allow for plenty of clubs, exploratory play and activities. Children can be dropped off from 8.00 a.m. and can be cared for in our after school club until 6.00 p.m.; additional charges apply for after school care.

Fees – please see attached fees sheet

Springmead School Nursery Sessions are charged per week at the following rates from September 2018 for the academic year 2018-2019. These figures **do not include any Early Years Entitlement:**

Morning Session without lunch 8:30 a.m. to 12 noon £26.88

Morning Session with lunch 8:30 a.m. to 1 p.m. £34.56

Afternoon Sessions with lunch 12 noon to 3.30 p.m. £26.88

Afternoon Sessions without lunch 1p.m. to 3.30 p.m. £19.20

Full Day 8.30 a.m. to 3:30 p.m. £ 53.76

All children under three, and those children who have turned three but are not yet eligible to receive EYE are required to pay privately for each session attended.

Offer of Fully Funded Place

In Early Years (3 and 4 year old places) Springmead Independent Preparatory School and Nursery offers one fully funded place with 15 and/or 30 hours free childcare. Two fully funded places may be available, subject to the Principal's discretion. Once this place has been taken up, additional places are charged at the full rate.

Review of Fees

Fees are subject to reasonable increases from time to time (normally once per year) with a term's notice.

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Early Years Entitlement (EYE)

Springmead School receives Government funding via the local authority and is eligible to offer EYE education to 3 and 4 year olds. In order to secure the Government funding Springmead School must comply with the following criteria:

- be registered with the local authority's Early Years Development and Childcare Partnership Work towards the Early Learning Goals and other features of the Foundation Stage curriculum;
- be regularly inspected by education inspectors appointed by OFSTED.

EYE is available to children for six terms, commencing in the term following the funding period (see below) in which the child turns three, which may include their time in the Springmead Reception class depending on the child's date of birth. The maximum EYE is limited to 570 hours each year.

Parents are required to complete a registration form to support their claim for funding. This form is sent to Somerset County Council, along with a copy a child's birth certificate or passport.

Springmead School is responsible for submitting the relevant claim on a termly basis and the funding is paid directly to the School.

For the purpose of EYE, the funding periods and the number of hours that can be claimed are as follows:

Funding Period	Dates	Maximum number of hours
Autumn Term	1 st September – 31 st December	225 hours
Spring Term	1 st January - 31 st March	165 hours
Summer Term	1 st April – 31 st August	237 hours

EYE is available for a minimum of two and a half hours a day or a maximum of seven hours per day.

Universal EYE

There is a maximum entitlement of 15 hours per week. Although the total is 627.5 hours, the maximum in one year that can be claimed is 570 hours.

Extended EYE

Some working parents will be entitled to an extra 15 hours per week early education and childcare for their 3 and 4 year old child on top of the current offer. This is called the extended entitlement. Further information on the eligibility criteria can be found at <http://www.somerset.gov.uk/childrens-services/early-years-for-families/30-hours-of-funded-childcare/>

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Springmead Hourly Rate

Fees are influenced by the value of the EYE. We currently receive £4.20 per hour for funded hours. The supplementary charge for additional services is £3.48 per hour for EYE hours; and £7.68 per hour for hours in excess of EYE. The EYE rate is reviewed annually by Somerset Council, and Springmead School reviews the fees that it charges annually in the Spring Term each year.

Charges for Additional Items

Springmead School offers a unique learning experience in a specially designed area with age appropriate resources, some of which are not likely to be found at or available in other settings. The supplementary charge contributes to provision of enhanced services and equipment.

These include, but are in no way limited to:

- Curriculum resources – full reading scheme accessed by nursery children
- Curriculum resources – Espresso online learning
- Swimming Lessons (including transport) in EYFS commencing in Reception Class
- Experienced Bushcraft teachers and age appropriate equipment
- Specialist sports teachers
- Age appropriate specialist EYFS indoor gym equipment
- Specialist French teacher
- IT equipment – computer suite with PCs, bank of iPads available to children
- Interactive whiteboard in each EYFS classroom
- Specialist music teacher and equipment – sets of keyboards and xylophones
- Food, including lunch and snacks
- Free care between 8.00 and 8.30am
- School visitors
- Participation in whole school events
- Enrichment week resourcing
- Lunchtime clubs (in Reception Class)
- Complimentary parent and child events

Deposit

Springmead School does not charge a booking fee, registration fee, or admin fee. However, a deposit of £100 for Nursery or £350 for a Main School place will be required when accepting an offer of a place. This deposit will secure the place in the child's name, and will be credited to the child's first Nursery or Main School invoice.

Payments Due/Payment Options

Invoices are sent by email via our accounting software to parents three times each academic year, prior to the start of each term or by monthly easy payment options. In addition, we send out monthly invoices for our wrap around care.

Although fees are payable termly in advance, due on the first day of each term, we recognise that some parents prefer to pay monthly. Please contact the Bursar for details of an easy

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payment plan. Payment is to the School's bank account; our banking details can be found on each invoice.

Periods of Absence

There is no refund for absence (including sickness and holidays), however, the school does operate a (chargeable) Schools Fee Refund Scheme; please ask for further details.

Fees are non-refundable if the number of sessions is reduced at your request after the beginning of a term, unless the session can be filled by another child.

Changing Session Procedure

Any request to change a child's hours should be discussed in the first instance with the nursery manager. The nursery manager will advise on current availability of places. A form to confirm the sessions required is available from the nursery manager or from the admin office.

Notice and Withdrawal

If you wish to withdraw your child from nursery sessions for any reason then one full terms written notice must be actually received by the Principal before a child is withdrawn from the Nursery, or a term's fees in lieu of notice will become due and payable as a debt. No other notice is valid.

Cancellation

One term's written notice must actually be received by the Principal if you wish to cancel a place that you have accepted. If you cancel your acceptance less than a term before the entry date or your child does not join the nursery after the place has been accepted and not cancelled, a term's fees will be charged. If you cancel your acceptance of a place with more than a full term's notice before entry, you will not be required to pay a term's fees, but the deposit will be retained by the School. Cases of serious illness or genuine hardship may receive special consideration on written request.

Late Collection

Please inform the admin office or the nursery staff if you are going to be late collecting your child. The fee for late collection (additional session fee) will be added to your next invoice; should there be several charges, these may be invoiced and due separately throughout the term.

Children are welcome at our After School Club at the end of the day; normal After School Charges apply. Please see our current Fees Sheet for details of charges.

Non Payment of Fees

We do understand that some families can experience financial difficulties and we will always try to be flexible. If you do have a problem with the fees please arrange to discuss in confidence with either the bursar. In exceptional circumstances extra time for settlement of fees can be granted.

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Continued Non-Payment of Fees

If fees remain unpaid without discussion and an agreed arrangement, a final letter will be sent requesting payment. If fees remain unpaid 14 days after this letter has been sent without discussion and agreement the Nursery may, at its sole discretion, inform you that your child is no longer able to attend the Nursery. If that happens then your child's position at the Nursery may be given to another child. Unless an arrangement has been agreed with the bursar, unpaid fees from the term will incur an interest charge of 1.5% per month applied to the outstanding amount.

Other Entitlements available

Tax Free Childcare – www.childcarechoices.gov.uk

Childcare vouchers –The employer-backed voucher scheme — which offers parents vouchers to help pay for childcare — had been due to close to new entrants on April 5 2018. This has now been extended to October, though no exact date has been set. Parents can use the scheme to sacrifice their pre-tax salary and allocate it to pay for childcare.

Monitoring and review

This policy is the principal's ongoing responsibility to review its effectiveness annually in consultation with the staff.

Signed:

Date: