



Bapchild & Tonge CE (Aided) Primary School and Nursery

Headteacher: Mr C Kelly

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Friday 20th December 2024

Dear Parents,

I'm writing to you on behalf of the Governors to notify you of changes to the 'Nursery Charging Policy'. Due to a number of unpaid or late payments for chargeable sessions (non-Government funded) the Governors have updated the policy to bring the payment dates forward so that all outstanding invoices are settled by the start of each term.

From Monday 24th February 2025, all chargeable session will need to be paid for in advance and before the start of each term/s. If the invoices are not settled then the chargeable sessions that your child attends will be removed and you may need to collect them. Government funded hours are unaffected and your child will be able to access these as normal. Sessions that are removed maybe re-allocated to another child if we do not hear otherwise.

The main changes to the policy are:

Payment terms

An invoice will be issued on week 4, 5 or 6 of each term for the following term (depending on the number of weeks in that term). This invoice will be itemised to clearly show sessions which are free of charge, sessions for which fees have to be paid, and any other items for which charges outlined in this policy have or will be incurred. Where unexpected charges are incurred during a term these will be included in the invoice issued for the following term.

Payment of the invoice will be due 15 days from the date of invoice and before the new term starts.

Payments can be made via cash, BACs transfer or cheque.

AND

Late payment of fees

In cases where payment is late without prior arrangement, the school reserves the right in its absolute discretion to terminate your child's place for the chargeable sessions. All payments will need to be made before the new term starts. Your child will still be able to attend any Government funded sessions that he or she is entitled to. The school will always work with parents to try to resolve any debts or to set up an agreed payment plan but any outstanding amounts will be fully pursued.

Invoices for each of the term will now be sent out:

- For Term 4 invoices issued on 3rd February 2025 for payment no later than Monday 24th February 2025;
- For Term 5 invoices issued on 24th March 2025 for payment no later than Tuesday 22nd April 2025;
- For Term 6 invoices issued on 12th May 2025 for payment no later than Monday 2nd June 2025;
- For Term 1* invoices issued on 7th July 2025 for payment no later than Monday 28th July 2025 *Please note this is for any children in Nursery from September 2025.

The invoice for Term 3 will be issued the week beginning Monday 13th January 2024 and will need to be settled in full 15 days from the date of the invoice. We are aware that this may mean two payments will need to be made in term 3 and would urge you to contact the school to discuss if this creates any problems.

I do hope that you understand the need to make the changes and appreciate your support. Please do not hesitate to contact me, Mrs Unsworth or Mrs Green if you wish to discuss any further.

Yours sincerely

C Kelly

Mr C Kelly
Headteacher