

# PRE-SCHOOL FEES POLICY

## Steeple Claydon Primary School and Pre-School



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| <b>Approved by:</b> | Governor Resources Committee | <b>Date:</b> May 2026 |
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| <b>Last reviewed on:</b> | Summer 2026 |
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| <b>Next review due by:</b> | Summer 2027 |
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## FUNDING

Early years childcare support is expanding.

From September 2025, 15 hours for working families with children under 3 will expand to 30 hours, meaning eligible working families can now apply for 30 hours of childcare from the term after their child turns 9 months until they reach school age.

If you currently receive 15 hours for working parents, just reconfirm as usual and the code will work for the 30 hours offer in September, providing you remain eligible.

Universal Childcare 15 hour funding remains available for all children from the term after their 3<sup>rd</sup> birthday.

More information on the funding your child is eligible for can be found via the link below.

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support>

## SESSION FEES

Fees are charged for children attending sessions which are not covered by government funding

A fee is chargeable per session for all children that are not eligible for funding, or for children who have exceeded their funding entitlement. For Academic Year 26/27 the hourly rate is £6.95 per hour, however a child must attend in full session blocks. If attending the lunch time session, the child must also attend either the morning or the afternoon session on the same day.

### Rates for children not in receipt of funding

| Session   | Session Duration | Rate per session |
|-----------|------------------|------------------|
| Morning   | 8:45 – 11:45     | £20.85           |
| Lunch     | 11:45 – 12:15    | £3.48            |
| Afternoon | 12:15 – 3:15     | £20.85           |
| Full Day  | 8:45 – 3:15      | £45.18           |

### **Rates for children eligible for 30 hour funding and attending Monday to Friday**

The preschool is open for 32.5 hours per week, to registered children aged from 2 to 5 years of age. If you do not want to exceed your 30 funded hours, but need your child to attend every day, the options are:

- 1) Monday to Friday 08:45 to 14:45. Only children who attend every day can be collected at 14:45 every day. This will be booked a term in advance and is not subject to change.
- 2) Monday to Friday 08:45 to 15:15. The last half hour of each day is chargeable and is booked a term in advance and not subject to change.

**NB** If your child is eligible for 30 hours funding but is not attending every day the option for an early finish is not applicable. The collection time will be 15:15 for the afternoon session.

Invoices are sent out in the preceding half term, and must be paid in full before your child attends their first session of the new term. Fees will be invoiced directly to the person(s) named on the registration form. Fees are payable during periods of absence from the Pre-school, including sickness and family holidays. Long term sickness will be looked at as an individual case by the headteacher. Fees are charged at **£6.95** per hour for non-funded places.

Session times and prices cannot be adjusted to suit individual needs. Bookings cannot be altered mid-term. Occasional additional sessions can be booked in exceptional circumstances, if we are able to accommodate the increase in numbers within our child: staff ratios, but cannot be swapped with existing sessions. These bookings must be paid for in advance of your child attending the additional session.

### **LATE PAYMENT OF FEES**

Fees should be paid in full before your child attends their first session of the new term. If it is not possible to pay the fees immediately and in full, please contact the school office as it may be possible to work out a payment plan– confidentiality will be assured.

Your child's place is at risk if fees remain outstanding more than 14 days beyond their due date and the registration terminated. In this event outstanding debt will be passed to the debt collection team at Buckinghamshire Council who will be tasked with recovering unpaid fees.

### **NOTICE PERIOD**

Six weeks written notice is required if you no longer require your child's place or wish to withdraw your child from the Pre-school. Fees are payable during the whole

of this time. Fees are also payable if there is any delay in taking up the place once accepted. Changes to booked sessions may be made half a term in advance, and are dependent on availability.