



# Mountbatten Primary School

## EYFS Charging Policy



1	Summary	EYFS Charging Policy			
2	Responsible person	Vicky Abel			
3	Accountable SLT member	Jamie Wegg			
4	Applies to	<input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Parent/Carers			
5	Who has overseen development of this policy	Vicky Abel			
6	Who has been consulted and recommended policy for approval	LGB			
7	Approved by and date	07.09.2023 - Governing board.			
8	Version number	Version 2			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			

**Contents**

1. Scope of the policy.....	3
2. EYFS Charging Policy .....	3
3. Payment Agreement for Sessions.....	4

---

**1. Scope of the policy**

Children who are eligible for the one-year funding will be entitled to 15 hours or 30 hours a week free of charge dependent on their circumstances. These children will take priority for places in our setting, however if the nursery has vacancies sessions will be available for an additional fee.

**2. EYFS Charging Policy**

1. Fees must be paid monthly in advance. Payments must be via Parentmail.
2. Fees are charged at the rate of £9.00 per am. It is a requirement that a child attends a minimum of three sessions a week.
3. Sessions must be pre-booked for each term and will be reviewed, subject to availability.
4. If you expect or are having difficulty with paying your fees, please talk to the Finance Administration Officer.
5. If fees are not paid for two weeks, your child will lose their sessions.
6. One months written notice is required for withdrawal of your child from the Nursery.
7. Parents & Carers will be asked to sign a contract for paid sessions.
8. This agreement is subject to change in whole or part by Mountbatten Primary School.

**3. Payment Agreement for Sessions**



The term after your child's 3<sup>rd</sup> birthday you will be able to request a place at Mountbatten Primary FS1 Nursery, subject to availability. This contract refers to parents or carers needing to pay for additional sessions.

1. Fees must be paid monthly in advance. Payments must be via Parentmail.
2. Fees are charged at the rate of £9.00 per am or pm session. It is a requirement that a child attends a minimum of 3 sessions a week.
3. Sessions must be pre-booked for each term and will be reviewed, subject to availability.
4. If you expect or are having difficulty with paying your fees, please talk to the Finance Administration Officer.
5. If fees are not paid for two weeks, your child will lose their sessions.
6. One months written notice is required for withdrawal of your child from our Nursery.
7. This agreement is subject to change in whole or in part by Mountbatten Primary School.
8. Cancellation due to illness/other reasons will be charged at your normal weekly rate.

I agree to the terms and conditions as detailed above.

I understand that my child's sessions will be cancelled if I do not keep up my payments as detailed above.

I am aware that these terms and conditions are subject to change and that Mountbatten Primary School will notify parents and carers of any intended changes.

Signed .....Parent/Carer

Date .....

Name ..... of ..... child  
.....

Sessions required: Monday Tuesday Wednesday Thursday Friday

Morning sessions/Afternoon sessions/Full day

Cost per week .....