




MANOR INFANT SCHOOL & NURSERY

Approval By: School	
Review Frequency: 1 year	
Next Review Due: September 2018	
Last Reviewed: September 2017	
CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE	
Review Approved (signature):	
Date Approved: September 2017	

Nursery Fees policy

'Valued as Individuals, Inspired as Learners'

Statement of Intent

Manor Nursery value their relationship with parents and carers. We aim to be sympathetic towards any difficulties in paying your child's fees. As a Community Nursery however, we are unable to function effectively without these payments.

Aim

We aim to help parents and carers to pay all fees due to us by offering an agreed flexible system of payment and following a fair procedure to cover any issues that may arise.

In order to achieve this aim, we will manage our fees in the following way:

- Parents and carers will be issued with an invoice at the beginning of each half term detailing the fees due which will be 7 days after receipt of invoice.
- Fees are to be paid in advance at all times
- All cheques should be made payable to 'Manor Infant School' and a receipt will be issued
- Any cash paid to cover fees should be given to the school office where a receipt will be issued
- Fees are still payable should a child be absent for any reason. If a child is absent for more than a three week period (for a hospital stay for example) parents must speak to the Headteacher, Mr Howard, prior to the absence and

a discounted fee arrangement may be made, depending upon the nature of the forced absence.

- Should parents/carers wish to remove their child from Manor Nursery or reduce their sessions, at least 4 weeks' notice is required. Payment of fees must be paid during the notice period.
- Should parents/ carers have problems paying their child's fees on time they should speak in confidence to the Headteacher Mr Howard or Finance Manager, Mrs Guntert where a payment plan can be agreed.
- If an agreed payment plan is not adhered to, then this will result in the debt being referred to Portsmouth City Council and the child's place will be cancelled.

Procedure of Non-Payment:

- If payment is two weeks late from the invoice issue date, a reminder invoice will be sent with a letter detailing a payment deadline date.
- If payment is more than four weeks late with no agreed payment plan a final reminder will be issued giving the parent/ carer 14 days to pay the full amount or agree a payment plan.
- No additional sessions can be booked if there are any outstanding payments.

We aim to do all we can to support parents and carers in payment fees on time.

Annual policy review date: September 2018

MANOR INFANT SCHOOL & NURSERY

Nursery Fees Policy

I acknowledge and agree to Manor Nursery Fees Policy

Child's Name

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Parents/ Carer's Name

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Signature

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