

ST MARY'S CATHOLIC PRIMARY SCHOOL



Foundation Stage Unit Payment Policy

Policy Updated: September 2020

Policy Review Date: September 2021

Foundation Stage Unit Fee Structure

The first 15 hours, or 30 hours of extended entitlement* for those who are eligible, will be free at the Foundation Stage Unit.

Additional time will be charged at £3.98 per hour or part of. The Foundation Stage Unit is open during term time throughout the year.

Hot lunches can be provided at a charge of £2.20. Prices of school lunches are reviewed each year.

**There is further information at <https://www.gov.uk/30-hours-free-childcare> about whether you are eligible for 30 hours free childcare.*

Invoices

St Mary's Catholic Primary School will invoice parents at the end of every half term detailing how much is due to be paid for the following half term. Payment must then be made in full, to the school on their child's first day of the new half term.

If payment is not made, another letter will be send informing them that payment will be required the next time that the child attends the Foundation Stage Unit. If payment is not made at this point, the child will only be allowed to attend for their free 15 hours until payment can be made.

Payment for holidays

There will be no reduction for holidays taken in term time.

Late Collection

We expect children to be picked up promptly at the end of their session. Late collections of more than 15 mins would incur a £10 charge.

Sickness

You should keep your child at home if they are too unwell to attend the Foundation Stage Unit. Please telephone the school office to let us know that your child will be unable to attend – fees will not be charged if your child is unwell.

Notice period

If you wish to withdraw your child from the Foundation Stage Unit, please give 4 weeks' notice in writing, to the Head teacher.

Dated: 21st September 2020

Signed by Chair of Governors.....Fr Francis Straw