



Hemingford Grey PRE-SCHOOL

Hemingford Grey Preschool Policy: Fees

Fees are reviewed annually by the school's governing body and current fees are advertised on the Preschool section of the school website. Fee increases are generally considered in the summer term and come into effect on 1st September of the following academic year. All parents are notified in writing of any fee increases.

Fees September 2024 to September 2025

These fees have been agreed by the Hemingford Grey Primary School Governing Body.

	Two Year Olds	Three Years +
Charges per hour 2024-25 9am-3pm Monday - Friday Term Time only	£8.00	£6.20
Optional Starter Pack (settling in session and sun hat)	£35	

Hemingford Grey Preschool are in receipt of Early Years Education Funding. When a child qualifies for this funding, parents/carers will be notified and supplied with the application information.

Completion of the Pre-school Application Form and payment of the Optional Starter Pack fee guarantees a settling in session and sunhat with the pre-school logo.

Invoices are sent out half termly from the school office. A payment due date is specified but parents/carers are welcome to pay before the due date. Payments may be made by bank transfer. Payments can also be made using childcare vouchers. Parents may choose to enrol children in additional sessions by checking with staff. Additional session costs will be included in the follow half term invoice. Fees must be paid in full.

Hot lunch fees are collected directly by the meal provider, HCL via School Grid.

In the case of emergency closure fees will still be charged in full.

If a parent / carer decides to terminate their agreement, Preschool requires a half term notice period.

Parents who receive Universal Credit / Child Tax Credits or who are eligible for Pupil Premium Plus can claim exemption from the joining fee. Please speak to the Pre-school Manager if you require support. Your request will be treated in strict confidence.

Outstanding or Overdue Fees

If fees are not made by the initial deadline, a reminder will be sent giving two further weeks to pay.

If, after the 2 week grace period fees have not been paid, with no communication from parents/carers to the school Finance Manager, a fee of 5% (minimum of £10) of the total outstanding fees will be added to the invoice.

The invoice will be sent electronically and a paper copy will also be handed to parents with a due date of 1 month after the initial deadline.

If after the second reminder fees are still outstanding with no communication the headteacher will contact the parent/carers in writing.

A warning will be given that if payment is not received within one week, Preschool reserves the right to refuse childcare (over and above the funded 15 hours or 30 hrs).

In the event that payment is still not received, the FGB reserves the right to take legal action to recover the fees.

This policy was adopted at a Hemingford Grey Governing Body Meeting held on 09.07.2024