

Melbourne Infant School



Nursery Fees Policy September 2026

Last Reviewed	N/A - new
Reviewed By (Name)	School Business Manager / Headteacher
Approved by	FGB: Summer 2025/26
Next Review Date	FGB: Summer 2026/27 *
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**This policy will be reviewed if there are any amendments or changes to legislation or guidance which may affect it*

Statement of intent

Melbourne Infant School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school. We believe that the Foundation Stage is an integral part of the wider school. We aim to develop the wider school ethos, which is to develop successful, fulfilled young people, with enquiring minds and positive, responsible attitudes.

The aim of this policy is to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be made aware of and given access to this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

Funded Early Years Education Entitlement (FEEE)

Melbourne Infant School supports the entitlement to 15 hours free early years provision for 3 and 4 year olds.

From the term after their third birthday, all children are entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of funded Nursery Education per week, over 38 weeks of the year.

Eligible birth dates:

A child born between:	Will be eligible for a funded nursery place from:
1st April and 31 August (inclusive)	1st September (or from the start of the Autumn term following their 3 rd birthday)
1st September and 31st December (inclusive)	1st January (or from the start of the Spring term following their 3 rd birthday if spaces are available, if not then from the Autumn term following their 3 rd birthday)
1st January and 31st March (inclusive)	1st April (or the start of the Summer term following their 3 rd birthday if spaces are available, if not then from the Autumn term following their 3 rd birthday)

30 Hours Free Extended Education Funding (FEEE)

From September 2025, the government extended the government funded childcare offer for eligible 3 and 4 year olds to 30 hours per week (1140 hours per year) for 38 weeks of the year.

If families do not meet the eligibility criteria for the Free Extended Funding, they may pay for additional hours at a charge of £20 per half day, or £40 for a full day. These extra sessions are offered subject to availability and are bookable on a half-termly basis.

1. Our session times are:

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
30 hours per week – Model 1	9am – 3pm	9am – 3pm	9am – 3pm	9am – 3pm	9am – 3pm
15 hours per week – Model 2	9am – 3pm	9am – 3pm	9am – 12pm		
15 hours per week – Model 3			12pm – 3pm	9am – 3pm	9am – 3pm

2. Fees

2.1. Melbourne Infant School only charges parents for care provided outside of the 15 hour statutory provision.

2.2. Additional hours are charged at £20 per half day, or £40 for a full day.

2.3. We require one months' cancellation notice for any Nursery session / place, funded or additional paid for hours.

3. Payment information

3.1. Payments will be invoiced monthly in advance for the following month.

3.2. Payment will be via our online payment system, ParentPay. Tax Free Childcare can also be accepted.

3.3. Payment is required when a child is on holiday or absent due to illness as the nursery must hold the child's place during this period.

3.4. One months' notice and payment for any additional hours will be required to withdraw your child from the nursery.

4. Difficulty with payments

4.1. Melbourne Infant School will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties or in receipt of income benefits and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the School Office as early as possible, to reach a suitable arrangement for both parties.

5. Debt collection

5.1. The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including nursery fees.

5.2. The Governing Body will not write off any debt which exceeds £1000.

5.3. A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.

5.4. The school will not initiate legal action to recover debts. However, we will refer uncollected debts to Derbyshire County Council to consider such action.

6. Roles and responsibilities regarding debt collection

6.1. The Headteacher and School Business Manager will ensure that:

- Evidence and accurate records of steps taken by the school in pursuance of debt is maintained including dates and times of both letters and phone calls.
- A final reminder is sent by recorded delivery to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

6.2. The Governing Body:

- Will prescribe and regularly review the arrangements for debt recovery.
- Must approve any legal action taken.
- Will record all approved action in the minutes of the relevant meeting.

- Will adhere to the privacy arrangements.
- May delegate its responsibilities under this policy to the School Business Manager.

7. The process for pursuing debts

7.1. **Informal reminder** – on the day payment is due, the debtor will be sent an informal reminder.

7.2. **Following reminder** – If the debt is yet to be paid one week after an informal reminder, a telephone call will be made to the debtor to further remind them that payment is due.

7.3. **First reminder letter** - If the debt is yet to be paid one week after a following reminder, a formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

7.4. **Final reminder letter** - If no response is received following the second reminder, the school will send a letter to the debtor advising them that their child's place for the additional paid for hours will be revoked unless payment is received immediately.

7.5. **Possible legal action** – If no payment is made then legal advice will be sought regarding whether to take legal action against the debtor.

8. The waiving of debts

8.1. The waiving of debts is at the discretion of the Governing Body under guidance from the Local Authority (DCC). A debt may be waived when it is believed the debtor is experiencing serious financial hardship or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.

8.2. The Governing Body is authorised to waive debts of up to £1000.

8.3. Debts above £1000 shall be referred to the Governing Body for approval.