



Shavington Primary School

Southbank Avenue, Shavington, Crewe, CW25BP

Headteacher: Mrs J Young

Tel: 01270 661527

Email: admin@shavingtonpri.cheshire.sch.uk



Terms and Conditions

Admissions, Fees and Funding

Shavington Primary School has an admissions policy that we feel is fair and equal to all those who wish to attend. We are an inclusive setting that welcomes children from all backgrounds and abilities. The only restriction is the maximum number of places available at any session.

The application process for places

Registration forms are available on our website. The forms must be completed and returned before your child can start with us. Applications are accepted for children aged 3 to 4 years.

Funding

Funding is available for eligible 3- and 4- year olds, in line with guidelines and regulations enforced by Cheshire East Council. For more details and support regarding funding, please speak to the school office.

Fees

Fees are payable monthly, in advance. You will be invoiced for all lunches and sessions that are not covered by the government funding. For your child to keep their place, fees must be paid promptly upon receipt of the invoice.

A late payment charge of £10 will be charged for any fees outstanding at the end of the month in which the sessions take place. For example: June's invoice is sent in late May and must be paid by the end of June to avoid the late fee.

We reserve the right to terminate your child's unfunded hours if fees are repeatedly not paid on time. Non-payment of fees may result in referral to the Trust's debt recovery team.

If you are experiencing difficulty paying fees, please contact the school office as soon as possible. All discussions are confidential and, where appropriate, we may be able to arrange a payment plan with you.

A minimum of 4 weeks' written notice is required to cancel any of your child's sessions.

Please ensure your child is dropped off and collected on time to avoid disruption to the Nursery and wider school. A fee of £10 will be charged if collection times are not adhered to on a number of occasions.

We reserve the right to review and adjust fees. Any changes will only take effect after providing at least one month's written notice to parents and carers.



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I understand that:

- a registration fee of £10.25 is payable upon receipt of the first month's invoice.
- all 30 hours must be financed either by government funding or via invoice.
- Friday afternoon sessions are not covered by government funding and must be paid for in advance via invoice.
- Before and After School Clubs are not included in the 30-hour funding; separate fees apply.
- attending this setting does not guarantee my child a Reception place within the school.

By signing below, you acknowledge that you have read, understood, and agree to the above Terms & Conditions, including responsibility for any additional costs incurred due to late payment or late collection.

Parent/Carer's Name _____

Child's Name _____

Signature _____

Date _____

If you have any questions or require further clarification, please contact the school office.