

## The Collingwood School Nursery Fees – effective January 2021

To include stationery and use of nursery resources and books, provision of hot lunch, snack and milk (as applicable, depending on the pattern of attendance – full time or term time).

**The School belongs to the Early Years 15 hours funding scheme for 3 and 4 year old children, whereby the Government, through local councils, makes financial grants to parents to offset the cost of fees. We also offer the extended 30-hour funding to qualifying children who attend a minimum of three full days per week\***

\*should your application be rejected during the funding process you will be liable to pay the full fees.

### Fee Structure:

#### **Full Year (51 weeks per year)**

monthly fees (payable in advance within 2 working days)

Morning session: 8am – 1pm; Afternoon Session: 1pm – 6pm. All fees are inclusive of lunches and snacks where applicable.

Age Group	5 full days	4 Full Days	3 Full Days	2 Full Days	5 Mornings or Afternoons	Additional Mornings or Afternoon Per Month	Additional Daily Rate Per Month
2-3 Years	1,250	1,000	750	500	625	125	250
3-4 Years	1,200	960	720	480	600	120	240
3-5 Years with 15 Hrs Funding	1,023	773	523	280	398	NA	NA
3-5 Years with 30 Hrs Funding	746	506	266		NA	NA	NA

#### **Term Time Only**

**Morning Session: 8:15am – 12:30pm, Afternoon Session 11:30pm – 3:30pm.**

All fees are inclusive of lunches and milk where applicable to the sessions.

Age Group	5 full days (8.30 – 3.30)	4 full days (8.30 – 3.30)	5 Morning (8:30 to 12:30)	5 Afternoon (11:30 to 3:30)	Single full day Term Time (8:30 - 3:30)	Additional Mornings per term (8:30 to 12:30)	Additional Afternoons per term (11:30 to 3:30)
2-3 Years	3,275	2,620	1,871	1,871	655	374	374
3-4 Years	2,975	2,380	1,700	1,700	595	340	340
3-5 Years with 15 Hrs Funding	2,135	1,625	864	864	NA	NA	NA
3-5 Years with 30 Hrs Funding	1,305	775	NA	NA		NA	NA

## **FEES and VOUCHER SCHEMES**

Collingwood Nursery is approved to accept vouchers issued under the childcare voucher salary sacrifice scheme. These must be credited to the school account no later than the 28<sup>th</sup> day of the preceding month to which they will apply.

Where two children of the same family attend the school or nursery at the same time the fees for the older child only will be subject to a 10% discount. Where three children of the same family attend the school at the same time the fees for the second child only will be subject to a 5% discount, in addition to the 10% discount for the eldest child.

We offer a 5% early payment discount only if the full year fees are paid by 31<sup>st</sup> August (cleared funds in our bank account). Please contact the school office to request this arrangement.

Please note, sibling and early payment discounts are not available to international (Tier 4) pupils.

### **FEES ARE SUBJECT TO ALTERATION AND ARE PAYABLE MONTHLY IN ADVANCE.**

A £50 non-returnable Registration Fee is due to be paid when submitting the Registration Form. An Acceptance Deposit of £300 is payable with the Acceptance Form. This deposit will be retained by the school until after the pupil leaves and will be repaid without interest to the parents unless otherwise stated in the School's terms and conditions.

#### **Optional Extras:**

Breakfast Club – 7.30 drop-off (term time only)

After School Club (Term time Nursery children)

**Two full month's notice for full time nursery (or a term's notice for term time nursery) in writing needs to be provided, or a payment of a month's or term fees in lieu, is required before a child leaves.**

**Fees are payable in advance before the first day of term and month.**

#### **School Bank Details:**

Name: Collingwood School LTD

Bank Name: Barclays Bank

Sort Code 20-71-06

Account Number 23077187

IBAN: GB13 BUKB 2071 0623 0771 87

SWIFTBIC: BUKBGB22

## Collingwood School and Nursery – Fee Policy

1. This policy covers the period 1st January 2021 to 31st August 2021.
2. All fees are payable monthly in advance. Fees will be due on the 1st of each month or shortly thereafter, where this date falls on a weekend or bank holiday it should be payable on the next working day. Failure to pay on time will incur a monthly charge.
3. Dependent on your child's start date you may be required to pay your first month's fees by cheque, BACS or credit card to ensure payment is received on or before your child starting Nursery, in which case the above levy will not apply for this first payment. For security reasons the Nursery is unable to accept cash payments.
4. Failure to pay your invoice by the 1st of each month will incur a late payment charge.
5. Collingwood School uses a calculation of cost of session x number of sessions x 51 weeks divided by 12 months to ensure a regular monthly fee is consistent. However, fees will be charged per session attended for the month when the child starts Nursery (if this date is not the 1st of the month), leaves Nursery (if this date is not the end of the month) or has a booking pattern change within the month.
6. Monthly invoices will be issued at least five working days prior to the 1st of each month.
7. If your fees are funded by your employer, a University or College grant or any other third party, Collingwood School will hold the parent responsible for all outstanding fees.
8. From time-to-time Collingwood School may offer discounts or incentives to parents – these are non-contractual and do not form part of the Terms and Conditions and can be withdrawn at any time without notice.
9. Continually failing to pay fees will lead to the exclusion of the child.
10. Nursery fees are inclusive of:
  - a. Lunch and Snacks
  - b. Local Visits
  - c. Trips and Walks
  - d. Many other extra-curricular activities.
11. This fee policy should be read in conjunction with the Nursery Terms and Conditions.
12. This fee policy will be reviewed annually.
13. Should your child leave Nursery mid-term then it is possible that the Local Authority will claim back from Collingwood School part or all of the allocated funding which may result in you having an outstanding balance with the School. The Local Authority in some cases will contact you directly to claim back overpayments.
14. Failure to pay non-funded fees will lead to the exclusion of the child.
15. Any fee queries should be addressed to the school prior to enrollment to the nursery. The school will not be liable to make any changes after the enrollment.