



# Griffin Primary School

## EYFS Charging Policy



1	Summary	EYFS Charging Policy			
2	Responsible person	Louise Pitts			
3	Accountable SLT member	Louise Pitts			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Senior Leadership Team			
6	Who has been consulted and recommended policy for approval	Local Governing Body			
7	Approved by and date	LGB			
8	Version number	2.0			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	12.9.22			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



### **Charging information**

Children who are eligible for the one-year funding will be entitled to 15 hours or 30 hours a week free of charge dependant on their circumstances. These children will take priority for places in our setting, however if the nursey has vacancies, sessions will be available for an additional fee.

1. Fees must be paid in advance. Payments must be via Parentmail or cash via the School Office.
2. Fees are charged at the rate of £9 per AM or PM session or £11 per AM or PM session to include lunch.
3. Sessions must be pre-booked for each half-term and will be reviewed half-termly, subject to availability.
5. If you fall behind with your fees, you will be given a reminder. If you expect to, or are having difficulty with paying fees, please talk to the School Business Manager.
6. If fees are not paid for **two weeks**, your child will lose their sessions.
6. One month's written notice is required for withdrawal of your child from the Nursery.
7. Parents/Carers will be asked to sign a contract for paid sessions and will be made aware that this agreement is subject to change in whole or part by Griffin Primary School.

This policy will be reviewed as and when required.



**Payment agreement for extra sessions**

I understand that my child’s sessions will be cancelled if I do not keep up my payments as detailed above.

I am aware that these terms and conditions are subject to change and that Griffin Primary School will notify parents and carers of any intended changes.

Name of child \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Carer

Date \_\_\_\_\_

Extra sessions required (please circle):

Monday AM	Tuesday AM	Wednesday AM	Thursday AM	Friday AM
Monday PM	Tuesday PM	Wednesday PM	Thursday PM	Friday PM

To be completed by the school:

Cost per week \_\_\_\_\_

Signed (on behalf of the school) \_\_\_\_\_

Date \_\_\_\_\_