



Payment of Fees and Funding Policy

Aim:

To ensure that parents and prospective parents are aware of the methods by which fees can be paid.
To inform parents when the pricing structures are reviewed and when any increase to fees are likely to be applied.
To inform parents regarding the entitlement to 15 hours free nursery provision.

The Federated Governing Body of John Watson and Wheatley Nursery Schools have adopted this policy.

Lynn Wong

Signed by Chair of Governors.

Date: October 2022

Review Date: October 2023

General Information

Wheatley Nursery School is a maintained nursery under the control of the local authority. The nursery provides provision for mainstream and special needs pupils in a building adjacent to John Watson School.

We are able to offer provision for three year olds to reception age children in nursery school and separate two year old provision in Little Windmills which is located within our nursery building. Our Pupil Admission Number is 80. The current capacity for each session in nursery school is 50 with 12 spaces available for two year olds in Little Windmills.

We are open for 10 sessions each week. Monday to Friday 9:00 -12:00 and 12:00-3:00 term time only (38 weeks a year).

We offer provision either as a funded place and/or directly financed by the parent. As a maintained nursery school our funded hours requirement differs from other providers. If your child has funded hours these hours have to be used at Wheatley Nursery and cannot be split across another provider.

- 15 funded hours for two year olds. Please see below for further details.
- sessions for two year olds who do not receive funding
- 15 Hour universal entitlement for 3-5 year olds
- 30 hour extended entitlement for 3-5 year olds. Please see below for further details.

Government Funding

Two Year Funding

Two year funding providing 15 hours of nursery provision is available in Little Windmills. This is dependent on your personal circumstances. Parents must apply directly through OCC for this funding. Further information about applying for a funded place can be found by following the hyperlink below:

oxfordshire.gov.uk: free early education for 2 year olds

Three Year Funding

Three year funding providing 15 hours of nursery provision is a universal entitlement, all children receive this. An additional Extended entitlement for children of working parents so some children are entitled to 30 hours funded sessions.

Further information can be found by following the hyperlink below:

oxfordshire.gov.uk: free early years education for 3 and 4 year olds

[Childcare choices Website](#)

Early Years Pupil Premium

In order that we can get additional funding for your child through Early Years Pupil Premium Funding we require the following information from all parents with parental responsibility:

- NI Number
- Date of Birth
- Surname

These claims have to be made in advance of each term and prior to your child starting. It is important that you provide us with the code as soon as you receive it. It is not possible to backdate claims to OCC, so if you are unable to provide us with a code we will have to invoice you for any sessions your child has taken. If you are not eligible for two year or extended entitlement funding then we are able to provide places which are invoiced directly to parents according to the fees information below.

We adhere to OCC's admission policy as included below:

[Wheatley Nursery School Admissions Policy](#)

Sessions and Fees

Provision	Sessions	Times	Pre-booked	Ad Hoc + £2:00
Breakfast club		8.00-9.00	£5.00	£7.00
Nursery school (3-5 yr olds)	AM session	9:00 - 12:00	£16.00	£18.00
	PM session	12:00 - 15:00		
Little windmills (2 Yr olds)	AM session	9:00 - 12:00	£17.00	£19.00
	PM session	12:00 - 15:00		

Please read important information regarding bookings below:

- Booking cannot be confirmed until the [Windmill Wraparound booking form](#) has been returned
- Staffing ratios are 1:4 for under 3's and 1:8 for over 3's.
- Emergency contacts MUST be available at all times
- Unwell children cannot be accepted
- Staff cannot administer any medication
- Once booked, sessions cannot be swapped
- Refunds cannot be given as a result of children's illness or holidays

Payment of Fees

Invoices are sent via Parentmail during the first working week of each month (unless this falls within the holidays) and must be made in full within 7 days.

Payments are accepted by Cash, Cheque, BACS payment or Childcare vouchers. Cash or Cheque payments should be paid using an envelope with your child's name clearly displayed.

BACS payments can be made by sending payment to Wheatley Nursery School using the details below:

- Bank: Lloyds Bank
- Sort Code: 30-00-02
- Account Number: 01012938

We accept payment by childcare voucher and are registered with a number of voucher providers. Please advise of the company you will be using and where possible we will make arrangements to accept their payments.

- The Parent Notification of Voucher Scheme form must be filled in and returned to the nursery administrator.
- For children claiming the Government Nursery Funding, the entitlement is deducted termly from your invoice.
- Extra ad hoc sessions can be booked if there is availability. These must be paid for at the time of booking.
- The nursery closes for school holiday in line with Oxfordshire County Council agreed dates and are displayed on the website at <http://www.wheatleynurseryschool.org/news-events/term-dates-2014-15/>.
- We cannot refund fees and they remain payable for non attendance due to planned holidays or sickness.
- If the nursery has to close due to unforeseen circumstances any missing sessions will be credited, to be offset against the next invoice.
- In the event of an organised nursery trip, session fees are chargeable.
- No charges are applied for INSET day closures.
- Fees are reviewed annually and parents will be notified of any changes in writing.

Parents must give 4 weeks' notice of their intention to reduce sessions or withdraw their child from the nursery. If a child is withdrawn with immediate effect then the parent is still liable for the four weeks.

Late Payment of Fees

If at any time you are experiencing financial difficulties please discuss with the administrator to consider alternative payment options as soon as possible. We recognise our social responsibility to ensure families do not accumulate debt and will do anything we can to ensure this is avoided.

Fees must be settled within 7 days of invoice. Failure to make payment on time will result in the following action being taken:

- 7 days after invoices have been sent, a reminder will be sent advising that payment is required.
- If payment has not been received within 14 days of the original invoice, the school administrator will make contact and ask for immediate payment or agree to a payment plan to settle by the end of the month. It may be useful to consider ceasing extra sessions requiring additional payment at this time.
- Failure to pay in full or meet the payment plan by 1 month after an invoice will result in any extra fee paying sessions being ceased to prevent larger debts accumulating. For example, January fees not paid or payment plan not followed by the end of February will result in only funded sessions from the first day of March. Children will of course be able to attend funded sessions.
- Payment plans must be written so that the full debt is cleared as soon as possible, ideally by the end of the month and no later than the child leaves WNS.

Any queries regarding invoices or payments please contact the administrator, Anna Harries on 01865 452725 or preferably email wheatleynurseryschool@johnwatsonschool.org.