

# St James CE Primary School

The Causeway, East Hanney, Wantage, Oxon, OX12 0JN



## FEES POLICY

If you have any concerns about the following fees or payment of fees generally, parents are requested to talk to the School Admin officer Mrs Janine Tonkin or the Head Teacher Mrs Janice Peacock.

## RATES

All three and four year old children are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday. If parents choose to use funding at Donaldson Class Nursery they are requested to inform us to make the application on their behalf. If parents wish their child to attend for additional hours they will be charged according to the rates detailed above.

Parents should be aware that we do invite children to move up to the 3-5 sessions immediately following their third birthday, although for some this will mean that there is an interim period before they are eligible for funding and therefore if they chose to take up the place at this point they will be responsible for covering fees until that point at the rate detailed above.

CHILDREN WHO ARE 3 BETWEEN:	ELIBIBLE FOR 15 HOURS FUNDING FROM:
1 <sup>st</sup> April and 31 <sup>st</sup> August	September
1st September and 31 <sup>st</sup> December	January
1 <sup>st</sup> January and 31 <sup>st</sup> March	April

## INVOICING

Fees will be invoiced half-termly in advance. Payment is due within 7 days from receipt of invoice, or the invoice date if later, unless an alternative arrangement is agreed with the school admin officer or head teacher.

Donaldson Class is part of St James CE Primary School and the Vale Academy Trust and all payments are to be made via Parentmail under the Preschool Charging tab.

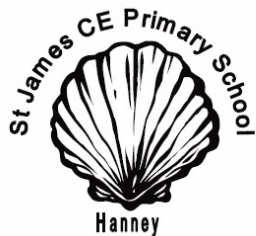
If you are paying by childcare vouchers, please note these take time to clear so you will need to allow extra time so these show in our account by the specified date in the St James CE Primary Account.



Headteacher: Mrs. Janice Peacock

Telephone: 01235 868232

Email: [office@hanneyce-vale-academy.org](mailto:office@hanneyce-vale-academy.org) Web: [stjamesprimaryhanney.co.uk](http://stjamesprimaryhanney.co.uk)



# St James CE Primary School

The Causeway, East Hanney, Wantage, Oxon, OX12 0JN



## OUTSTANDING FEES

In the event of non-payment of fees you will receive a written reminder. If payment is not received within 5 days, you will receive a written reminder and an additional 5% of the outstanding amount will be added. Should fees still remain unpaid, the matter will be passed on to the Vale Academy Trust's Legal Department and your child's place will be offered to another child.

If parents have any difficulty at all paying fees, it is essential that they inform the school straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties.

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. One half term's written notice is required of a child leaving the Pre-School or reducing their sessions, otherwise fees in lieu of notice will be charged.

## REFUNDS

No refund is made for sickness or absence from the Nursery.

## CLOSURE

In the event of the Nursery being forced to cancel sessions, the Nursery will endeavour to give as much notice as is reasonable possible. The Nursery reserves the right to offer replacement sessions in lieu of refunds.

If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. weather conditions) the Hourly Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.

I/We accept the terms set out above. I/We agree that I/We are liable for the whole of any sums due to Donaldson Nursery.

Signed----- Dated-----

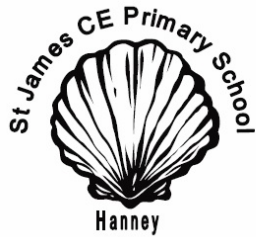
Name of Parent/Guardian -----



Headteacher: Mrs. Janice Peacock

Telephone: 01235 868232

Email: [office@hanneyce-vale-academy.org](mailto:office@hanneyce-vale-academy.org) Web: [stjamesprimaryhanney.co.uk](http://stjamesprimaryhanney.co.uk)



# St James CE Primary School

The Causeway, East Hanney, Wantage, Oxon, OX12 0JN



Data Protection Act 2018 - Our school requires the information we collect on this form to meet our statutory responsibilities for the provision of education to children. Some of this data will be shared with the Local Authority and may be shared with other agencies that are involved in the education, health and welfare of school children. Please see the [Privacy Notice for Pupils, Parents and Carers](#) on our school website for details about the information we collect and how we use it.



Headteacher: Mrs. Janice Peacock

Telephone: 01235 868232

Email: [office@hanneyce-vale-academy.org](mailto:office@hanneyce-vale-academy.org) Web: [stjamesprimaryhanney.co.uk](http://stjamesprimaryhanney.co.uk)