



Playgroup Fees Policy

Statement of intent

Livingstone Primary and Nursery aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school. The Playgroup runs from 12-3.15pm and provides a 'wrap-around' childcare service for children who also attend Nursery.

This Playgroup Fees Policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be made aware of and given access to this policy and the school's procedures. It will be available to view at the school on request and on the website.

Fees

Livingstone Primary School only charges parents for care provided outside of the statutory 15 hour provision. If parents are eligible for the 30 hours nursery provision, the children will have playgroup free every afternoon until Friday at 2pm. Parents will book the required sessions for each week in advance.

Our fees are:

- £10 per additional session from 12pm – 3.15pm.
- Alternatively, children can stay from 12pm – 1pm for a charge of £5.
- For children who have the 30 hours free nursery provision, parents can pick them up at 2pm on a Friday or pay £5 for them to remain in school until 3.15pm on a Friday.
- There is also a charge of £2.18 for each lunch provided by school. Children can bring their own packed lunches.

Payment information

- Payments should be made in advance on the Monday morning for all non-statutory sessions and lunches parents have booked for their child that week. If the child is absent then the fees will still be charged for the booked place.
- Payments will be made by cheque or cash at the school office. Cheques will be made payable to Livingstone Primary School for the playgroup fees and TMBC for the school lunches.
- If a parent issues a cheque that cannot be cashed, a £10 fine will be issued and all future payments must be made in cash.
- Online payment direct into the school's bank account is also permissible. To obtain the details and discuss the procedure, contact the office.
- Late payments will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees each week.
- Once the amount of £50 is reached then a child will be unable to stay at Playgroup until the fees are paid and will only be able to retake the place if there is a space available
- Childcare vouchers can be used too.

30 hours eligibility

Parents who qualify for the 30 hours Nursery provision must register on lone to receive an eligibility code. They must then bring this into the school office along with their National Insurance number. The school office must then check the code is valid before the start of the term in which the parent wishes to take up the 30 hours provision. Parents must then confirm their eligibility each term to continue accessing 30 hours free provision. If their situation has changed, there will be a grace period where they can still access the provision for them to make alternate plans.

Difficulty with payments

Livingstone Primary School will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the office as early as possible, to reach a suitable arrangement for both parties.

Debt collection

- The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including playgroup fees.
- A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.
- The school will not initiate legal action to recover debts. However, we will refer uncollected debts to the local authority to consider such action.

Roles and responsibilities regarding debt collection

The Headteacher and School Business Manager will ensure that:

- Letters requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters, phone calls and text messages.
- A final reminder is sent by recorded delivery to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

The Governing Body:

- Will prescribe and regularly review the arrangements for debt recovery.
- Will record all approved action in the minutes of the relevant meeting.
- Will adhere to the privacy arrangements.
- May delegate its responsibilities under this policy to Mrs Dushko (Finance and Business Manager).

The process for pursuing debts

Informal reminder – Within 2 days of late payment, the debtor will be informally reminded in person or by telephone or text message that they owe money to the school.

First reminder letter – If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor.

Second reminder letter - If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

Final reminder letter - If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to the local authority to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.

Possible legal action – If no payment is made the local authority will decide whether to take legal action against the debtor.

The waiving of debts

The waiving of debts is at the discretion of the Headteacher and the Governing Body. A debt may be waived when it is believed the debtor is experiencing serious financial hardship or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.

- The Headteacher is authorised to waive debts off up to £100.
- Debts between £100 and £500 will only be waived with the approval of the Governing Body.
- Debts of £500 or more will never be waived.

Signed as read and conditions accepted:

Date: