

## **INSPIRES MAT**

### **Nursery Charging and Debt Recovery Policy**

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Appendices to be amended at school level

# **NURSERY CHARGING AND DEBT RECOVERY POLICY**

## **Section 1 General Policy Statement**

Inspires MAT is responsible for the management and operation of a nursery at Templars Academy and Silver End Academy.

Templars Nursery provides early years' provision for children aged 2, 3 and 4 years old. Silver End Nursery provides early years' provision for children aged 3 to 4 years old.

Templars and Silver End Nursery's must be clear about the charges levied for activities and the facilities it provides.

The Trust will agree a policy that ensures it fulfils its statutory responsibilities in respect of charging for Nursery activities and facilities.

The purpose of this Policy is to set out the charges levied for activities and facilities provided by the Nursery as requested from parents/carers.

This policy will be reviewed on an annual basis and approved by the Chief Executive Officer.

## **Section 2 Statement of Charging Policy**

Charges are reviewed by the CEO/COO/Headteacher on an annual basis in line with other local providers.

In agreeing to amend charges the CEO will take account of the costs of providing the service, facilities management charges and market forces, but must always ensure that the Nursery has a positive budget as it is not subsidised by Trust funds.

Current charges for provision are based on the age of the child and are displayed on the Templars and Silver End Academy websites. Funded places for children aged 2, 3 and 4 are also offered.

### **Education**

The Trust recognises that no charge can be made for: -

- a financial contribution as part of the admission to nursery process
- education provided during nursery hours (including the supply of any materials, books, instruments or other equipment)

The Nursery can make a charge for the following: -

- Lunch for both funded or paid children who attend all day or afternoon sessions
- Provision of care for children 2 to 3 years of age
- Provision of care for children 3 to 5 years of age

## **Section 3 Duties**

### **3.1 The Trust**

The Trust is responsible for ensuring that the declared statement of charging is effective in achieving, so far as is reasonably practicable, that charging for activities etc. is carried out in line with this policy and the operational procedures prescribed by the Nursery.

The Trust will be responsible for monitoring the Nursery's arrangements for charging and will have due regard to any advice and guidance issued by the Local Authority in relation to charging.

The CEO will be responsible for reviewing and approving the policy on an annual basis.

### **3.2 The Chief Executive Officer (CEO)**

The CEO will have in place systems, procedures and appropriate staffing to ensure that charging is carried out in accordance with the policy.

### **3.3 Chief Operations Officer (COO)**

The COO will undertake all responsibilities as detailed above in the absence of the CEO.

### **3.4 Head of School / Headteacher**

The Head of School / Headteacher will be responsible for the day to day management of the Nursery including administering the charging system.

### **3.5 All Nursery staff**

All Nursery staff should be aware of and follow the Charging Policy when arranging activities for children as an additional experience. Staff should discuss any financial implications with the Head of School/Headteacher during the planning stages of the activity.

## **Section 4 Arrangements for Charging and Payments**

### **4.1 Payments**

Invoices for the Nursery fees will be sent out on a termly basis in advance. The Nursery fees will be shown per month on the invoice. Each month must be paid by the 1<sup>st</sup> of that month, in advance of the sessions taking place.

If payments for the month are not received by the 1<sup>st</sup> of that month a letter will be issued to parents/carers (Appendix 1)

If payment is not received after the reminder letter deadline a charge of 5% will be applied to the outstanding balance for that month. An additional invoice will be issued.

All absences due to sickness or holiday are payable at the full rate.

If a place is no longer needed or the number of sessions the child attends is to be reduced, 4 weeks' notice in writing is required.

### **4.2 Late collection Charge**

We reserve the right to charge a late collection fee in the event of a parent/ carer arriving late to collect their child after their session has ended. We understand that there may be extenuating circumstances – in these cases please ensure you contact the school.

We reserve the right to charge a late collection fee of £5.00 for every 10 minutes (or part of) the parent/carer is late.

Any late collection fees incurred require payment within 14 days of receipt of the invoice.

### 4.3 Optional Extras

The Legislation allows nurseries to charge for some activities that are known as 'optional extras'.

Optional extras could include: -

- School trips
- School hot lunch, if requested

Participation in any optional extra activity will be parental choice and an acceptance to meet the charges. Parental agreement is, therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made

## Section 5 Nursery Charges

The core pricing structure for using the services of the Nursery from 1st April 2024 are listed below.

### Charges payable when the child attends nursery: -

AGE OF CHILD	RATES – full day	RATES – half day	Extended Afternoon Session (Templars Only)
2 – 3 year olds	£24	£12	£2.40
3 – 5 year olds	£24	£12	£2.40
School Lunch	Current school rate		

The core pricing structure for using the services of the Nursery from 1st September 2025 are listed below.

### Charges payable when the child attends nursery from September 2025: -

AGE OF CHILD	RATES – full day	RATES – half day	Extended Morning Session (Templars Only)
2 – 3 year olds	£28	£14	£2.80
3 – 5 year olds	£28	£14	£2.80
School Lunch	Current school rate		

A discount will be considered for multiple births. Please contact the Business Centre to discuss.

## Section 6 Procedure for Collection of Arrears

It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate. The Trust has therefore agreed the following procedure where arrears arise:

Payments are expected by the 1<sup>st</sup> of every month in advance. If payment is late Appendix 1

will be issued. If this payment is still not received a charge of 5% of the outstanding balance will be invoiced and attached to Appendix 2.

A final letter to the parent/carer informing them that no further Nursery sessions will be provided for their child/children if payment has not been received by a specified date in accordance with the policy. (Appendix 3)

Any parent/guardian experiencing financial difficulty should speak to the Headteacher.

Once the final letter deadline has expired the COO will decide whether legal proceedings should begin.

### **Section 7 Staff Exceptions**

Staff of Inspires MAT are entitled to a 25% fee deduction for close relatives attending Nursery. Close relatives are defined as Son, Daughter, Grandson, Granddaughter. This will be reviewed annually. Each child can only have one fee deduction.

## **Appendix 1**

Dear

### **Nursery debt**

I enclose a copy of invoice number(s) xxxx where the month of xxxx is overdue for payment.

The total amount outstanding is £

If you feel there is a discrepancy on the invoice please contact me as soon as possible by telephoning ??? otherwise I look forward to receiving your payment within 7 days of this letter. If payment is not received an additional charge of 5% of the outstanding balance for xxxx(month) will be charged.

Payments can be made via Iris PlusPay, in cash to the office or direct into the bank.

The bank details for Inspires MAT are:

Lloyds Bank

Sort code : - see enclosed invoice

Account : - see enclosed invoice

Please use your child's name as reference.

Kind regards,

## Appendix 2

Dear

### Nursery debt

Invoice Number (s) xxxxxxxxxxxxxx Overdue Amount £xxxx for the month of xxxxx

Despite my previous reminder the above debt is still outstanding and I therefore enclose an additional invoice for the 5% charge. Please note that unless payment of the original invoice and the late payment charge is received by **[insert date (suggest 14 days)]** I will have no alternative but to consider whether the nursery can continue to offer a place to your child(ren).

Your continued inattention to this debt is likely to result in your account being passed to an outside agency for collection through the legal system. This will incur additional fees payable by you.

Payments can be made via Iris PlusPay, in cash to the office or direct into the bank.

The bank details for Inspires MAT are:

Lloyds Bank

Sort code : - see enclosed invoice

Account : - see enclosed invoice

Please use your child's name as reference.

Kind regards,

### **Appendix 3**

Dear

#### **Nursery debt**

Invoice Number (s) or child(ren) name xxxxxxxxxxxxxxxx Overdue Amount £xxxx for month xxxx

Despite my previous reminder the above invoice is still outstanding.

We rely on prompt payment of invoices to ensure we can pay staff wages and provide the resources the children need and enjoy. It is with regret that unless payment is received by [insert date (suggest 7 days)] we will not be able to offer your child(ren) a place from [insert date].

Payments can be made via Iris PlusPay, in cash to the office or direct into the bank.

The bank details for Inspires MAT are:

Lloyds Bank

Sort code : - see enclosed invoice

Account : - see enclosed invoice

Please use your child's name as reference.

Kind regards,