WESSEX
MULTI-ACADEMY TRUST

Damers First School
SBN Fees
Policy and Procedures

Approved By:	**School Senior Leadership Team**
Policy date:	**September 2026**
Review Date:	**September 2027**

Wessex Multi Academy Trust
Damers First School
SBN Fees
POLICY AND PROCEDURES

Date of Issue: September 2026
Policy and Procedures apply to: All parents with children at SBN
Version Number:1
Approved by: SLT
Policy author / reviewer: Louise Greenham
Summary of amendments:
Next review due: September 2027

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting and that our Fees Policy takes into account both the need to be financially viable (to stay open for the benefit of all the community) and to ensure that we do so without causing excessive financial hardship to our families.

Procedure
Charges and Services

● Fees are reviewed on an annual basis in April to take effect in the following academic year.
● Bookings are made by session and are charged at a rate per session.
● Invoices are issued in advance on a half termly basis.
● Payment is expected in full within 2 weeks of receipt of your invoice.

Time	Provision	How charged
8.15–9.00	Breakfast / early care	**Privately paid wraparound**
9.00–3.00	Pre-school day	**Funded hours**, where eligible
3.00–3.30	After-nursery care	**Privately paid wraparound**

Absences, Illness and Cancellation Policy
● Fees are still payable for the time of absence even in the case of contagious illnesses eg. Chickenpox.
● The nursery should be notified of any holidays, however fees will still be due for the time of absence.
● The nursery should be notified of any absence prior to the start of the session. If the preschool have not heard of any absence we will attempt to make contact with the family to explain the absence.
● Absence is monitored by the nursery, repeated absences may result in a meeting with the family to discuss attendance.
● If a child has not attended for 2 weeks without explanation, their place may be forfeited. Every effort will be made by the setting to contact the family before this decision is made.
● If a child is to leave the nursery, 6 weeks notice must be given –
not including holidays.
● Families are asked to give six weeks notice of any changes to their hours. This does not include holidays and will be subject to availability.
● Fees will still be due for any emergency or unforeseen closure of the setting – for example, but not limited to, closure due to snow.

Extras and Consumables

The nursery makes an additional charge for optional extras and consumables that are not covered by government early years funding. These may include snacks and food, gardening and cooking consumables, special events, trips and other additional activities.
● This charge is voluntary and is not a condition of accessing a child's funded early education entitlement.

● Parents who do not wish, or are unable, to pay for optional extras should speak to the Nursery Lead.
● Reasonable alternatives will be available, which may include parents providing an appropriate alternative item, the setting waiving or reducing the charge where appropriate, or the child accessing an alternative activity that continues to meet the requirements of the EYFS.

Late and Non-Payment Procedure

● If payment is not made in full, parents will be invited to come and discuss the situation with the nursery. Every effort will be made to put parents at ease. In consultation with them, a payment plan may be agreed and signed that will be designed expressly to be affordable and prevent any undue hardship to them or their family but that will settle their outstanding balance in a reasonable time period. Consequences of non-payment without explanation will be made clear.
● These payment plans may, with the agreement of both parties, be reviewed and amended to reflect changing circumstances.
● In an attempt to prevent an increase in the debt, any unfunded sessions and extra services will be withdrawn until the balance is settled.
● Where privately purchased childcare fees remain unpaid and no agreed payment arrangement is being maintained, the nursery reserves the right, following written notice to the parent/carer, to withdraw additional privately purchased hours or services. A child's access to their eligible funded early education entitlement will not be withdrawn because a parent has chosen not to purchase optional extras.
● If payment plans are broken with no communication the child’s place may be forfeited.