



Charging Policy

Children who are eligible for the 2 year funding will be entitled to 15 hours a week free of charge. These children will take priority for places in our setting, however if the pre-nursery has vacancies sessions will be available for an additional fee.

Payment agreement for sessions

1. Fees must be paid weekly or monthly in advance. Payments must be in cash.
2. Fees are charged at the rate of £9.00 per am or pm session or £3.25 per hour. It is a requirement that a child attends a minimum of 3 sessions a week (£9 x 3 sessions=£27).
3. Sessions must be pre-booked for each term and will be reviewed, subject to availability.
4. If you fall behind with your fees, you will be given a reminder. If you expect or are having difficulty with paying fees, please talk to the School Business Manager.
5. If fees are not paid for **two weeks**, your child will lose their sessions.
6. A month's written notice is required for withdrawal of your child from our pre-nursery.
7. Parents and carers will be asked to sign a contract for paid sessions and will be made aware that this agreement is subject to change in whole or part by Thorpepark Academy.

Written by: Mrs Knight/Mrs Dennis

Reviewed: Jan 2018