



Stoke St. Michael Primary School

Together We Are Proud, Together We Are STOKE

Stoke St Michael Pre-School Bluebells Early Years Unit

Terms and Conditions

Fees Policy

Bluebells operates a service which is fair and competitively priced. We aim to offer a high-quality service for pre-school and Reception children. Bluebells Early Years Unit is open to nursery and pre-school children from 8:45am – 3:15pm Mondays to Fridays, term time only.

In line with the Wessex Learning Trust fees policy, the individual hourly rate from September 2024 will be:

- £6.25 per hour for 2-, 3-, and 4-year old's

A minimum of four weeks' notice will be given by letter for all price increases. All non-funded hours must be paid for.

Changes in Hours

If parents wish to increase their child's hours, they should in the first instance discuss this with the Bluebells staff to ascertain if the new hours are available and then advise the school office in writing or via email, stating dates effective from.

Reducing hours should be given in writing with a four-week notice period.

Please note that if your child is off due to illness or holidays, any missed hours must still be paid for.

Early Years Entitlement Funding (EYE)

Bluebells is registered to receive EYE funding for three- and four-year olds. This is available the term following your child's third birthday. The EYE will fund 15 hours a week (maximum of 10 hours a day) for a limited number of weeks per term. This is a maximum of 570 hours a year.

To access this funding, you need to complete an EYE registration form and provide a copy of your child's birth certificate or passport. Once granted a Copy of the eligibility letter from the Local Authority will need to be shown to the schools Administration Officer so we can claim the funding on your behalf. **Without this we will not be able to claim, and hours will be charged.**

Extended Hours (30 hours) funding

Some 3- and 4-year-olds are entitled to 30 hours funding through EYE. This is awarded to children whose parents they normally live with meet certain criteria such as working at least 16 hours a week or earning the National Living wage per week. The maximum number of extended hours is 570 hours a year (totalling 1140 hours a year when combined with the universal EYE funding).

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A: Moonshill Road, Stoke St Michael, Radstock, Somerset, BA3 5LG

Executive Headteacher: Mr Chris Partridge

Head of School: Mrs Tracy Massey-Sturgess

E: office@croscobestokefederation.co.uk

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The maximum number of extended hours which can be claimed in each school term are:

- Autumn - 225 hours
- Spring - 165 hours
- Summer - 237.5 hours.

More information on eligibility for 30 hours funding can be found on:
<https://www.gov.uk/30-hours-free-childcare>

To claim extended hours parents/carers must apply through the HMRC Childcare Service via <https://www.gov.uk/apply-free-childcare-if-youre-working>. Once registered, you will receive an 11-digit eligibility code which should be given to the school office along with your National Insurance number. You will be asked to complete a consent form confirming that you consent to share this information with the school Admin team. If permission to share is not given, we will not be able to accept the extended entitlement funding for your child/ren.

To access extended entitlement funding, you need to complete an EYE extended hours registration form and provide a copy of your child’s birth certificate or passport. If the number of hours you wish to claim changes a new EYE declaration form must be signed.

If awarded, extended entitlement funding begins at the start of the next funding period (at the start of the next school term). Any extended hours taken up to that point must be paid for. It is parent’s/carers responsibility to reconfirm their eligibility for extended entitlement hours every 3 months. If eligibility is not reconfirmed, funding cannot be claimed in the next funding period.

Grace Period

The Early Years Entitlement Team complete audit checks to review the validity of eligibility codes. Bluebells will be informed if any parents/carers no longer qualify. Parents/carers will then be given a grace period in which to regain eligibility. If, after this period, parents/carers are still not eligible, they will only be able to claim the 15 hours EYE universal entitlement and any further hours will need to be paid.

Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	2 January	31 March

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Payment of Fees

Fees are payable by the start of each half-term, invoices (see Appendix A) will be provided at the start of each term. Fees need to be paid on ParentPay and must be paid by the half term holiday of each term.

Overdue Payment of Fees

Fees should be paid by the half term holiday of each term. If payment is not made within this timescale a reminder will be sent to you and payment should be received within 14 days. Following this a second letter will be sent asking you to speak with the School's Office Manager. If fees continue to remain unpaid, a third and final letter will be sent advising you that the debt will be referred to the governors for further action. This may involve a referral to the Wessex Learning Trust's finance group and/or the child/ren losing their place at Bluebells Early Years Unit.

Should a problem arise concerning payment of fees parent/carers should speak to the school Office Manager as soon as possible to enable the pre-school to come to an agreement regarding payment. Confidentiality will be assured.

Further details can be found in the school Finance policy.

Late Collection Charges

If you are delayed in collecting your child, please phone the school office as soon as possible. Staff are only employed until the end of the Bluebells sessions, therefore a **late fee charge of £10** will be applied for the late collection of your child up to and including the **first 15 minutes, plus £5 for every 5 minutes after that.**

Resources

A small resources donation of 50p per day, will be payable on ParentPay, and will cover consumables and resources for activities that are above and beyond the delivery of the EYFS framework, e.g. special events

Sickness

If a child is absent due to sickness **the fee will remain in place** as Bluebells will have kept their place open and still must employ and pay staff for those sessions. In the case of continuing illness please speak to the school office as fees for such absences are at the discretion of the Head Teacher.

If your child has a case of *Diarrhoea &/or Vomiting* they must remain off school for 48 hours after their symptoms have disappeared.

Please ensure you ring the school office no later than 9.20am if your child is unable to attend Bluebells due to sickness.

Holidays and Closures

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Bluebells is currently closed on all Stoke St Michael Primary School holidays and national Bank Holidays; thus, no fee is collected for these days. If a child has a planned holiday that falls during term time fees will still apply.

Pre-School Closures

Fees will not be charged for school holidays, including bank holidays. In the event of an emergency closure, fees will still be chargeable.

Invoicing

Invoices are sent out every term informing parents/carers of fees for the forthcoming term. The number of chargeable hours that parents/carers have chosen to purchase will be shown along with the number of weeks and days attended. *Please see example invoice below.*

Parent Communication and Non-Fee Payments

Bluebells and Stoke St Michael Primary school is now operating a cashless system for all payment items. Fees and all other transactions must be paid for via ParentPay, a secure online website that enables parents/carers to make secure payments online for items such as school dinners, trips and activities, etc.

We also use ParentPay for all email communications to parent/carers. To receive emails, weekly newsletters, Bluebells, and school updates parent/carers must sign up to ParentPay. This is a quick and easy process that the school office is happy to help with should you need it. Details of how to activate your ParentPay account will be given to you once your child has started Bluebells.

Termination of the contract

Bluebells reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parent/carers or non-payment of fees following the non-payment procedure. At all other times four weeks' notice in writing will be given.

If you wish to terminate your contract with Bluebells four weeks' notice in writing is required. If we do not receive notice, we will claim for EYE hours for four weeks from the last day of attendance.

Snacks and Lunches

We ask that parent/carers provide a piece of fruit or vegetable only for each session (AM and PM) that their child attends Bluebells as their mid-session snack. We provide water and milk at snack time for the children.

Children staying for lunch can bring in a packed lunch or order a hot school meal via ParentPay (school meals are charged at £2.45 each). Please note that meals must be ordered by midnight on Wednesday of the **week before** your child will be having the meal so we can ensure we have ordered them from our supplier. If your child is unable to attend their session but you have booked and paid for a meal, we will not be able to refund the cost of the missed meal.

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We ask that your child brings in a named water bottle and that if they are having a packed lunch that it includes a healthy selection of foods including fruit and vegetables to ensure they maintain a balanced diet. Thank you.

Clothing

We ask that all children bring at least one additional change of clothes, including underwear, as well as wet wipes.

To prevent any confusion with children's clothing, please ensure that you have visible name labels in your child's clothing where possible.

We also go outside in all weathers, so we ask that children have a warm coat and wellies. Named wellies can be kept in Bluebells so that your child can access them daily. In colder weather, please provide an additional layer of clothing. This also includes accessories such as a hat, scarf, and gloves.

Contact

For all general enquiries please contact the school office on 01749 840470 or at office@stokestmichaelprimary.co.uk and we will ensure the Bluebells Team are updated with any messages, etc.

Example Invoice

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INVOICE

11th October 2024

Mr & Mrs Parent/Carer

Address

Address

Address

INVOICE FOR ***** – Stoke St Michael Pre-School (Bluebells EYFS Unit)

Autumn Term 2024

Invoice No: 000

NO OF WEEKS	TOTAL NUMBER DAYS (@ £6.25 PER HOUR)	TOTAL CHARGEABLE HOURS (@ £6.25 PER HOUR)
15	30	187.50
	SUBTOTAL	£1171.88
	*LATE FEES	£0.00
	**SUNDRIES	£15.00
	TOTAL DUE	£1,186.88

* The late fee charge will be £10 for late collection of your child up to and including the first 15 minutes, plus £5 for every 5 minutes after that. It is applied retrospectively.

** A sundries donation of 50p per day will cover consumables and resources for activities that are above and beyond the delivery of the EYFS framework, e.g. special events.

PLEASE PAY VIA PARENTPAY OR VIA YOUR TAX-FREE CHILDCARE ACCOUNT AS AGREED WITH THE SCHOOL OFFICE

PAYMENT IS DUE BEFORE THE END OF THE TERM THAT THE INVOICE IS FOR.

If you have any questions concerning this invoice, contact Mrs Richardson-Aitken, Tamsyn.richardson-aitken@croscombestokefederation.co.uk or call 01749 840470.

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