

HEADTEACHER: Mr S. Chiswell, BA Ed (Hons) NPQH
DEPUTY HEADTEACHER: Mrs L. Waldram, BSc (Hons) PGCE

Email: admin@stmarysprimary.org.uk
Website: www.stmarysprimary.org.uk



St. Mary's Catholic Primary School
Pre-School Fees Agreement

Sessions Charges

| Session | Time | Rate | Cost |
|-------------------|------------------|--|--------|
| Morning | 8.45 – 11.45 am | 3 hrs @ £4.50/hr | £13.50 |
| Afternoon | 12.30 – 3.30 pm | 3 hrs @ £4.50/hr | £13.50 |
| Morning & Lunch | 8.45am – 12.30pm | Morning rate & Lunch (£3.50/45 mins) | £17.00 |
| Lunch & Afternoon | 11.45am – 3.30pm | Afternoon rate & Lunch (£3.50/45 mins) | £17.00 |
| All Day | 8.45am – 3.30pm | | £30.00 |

Sessions are available Monday to Friday during term time. Children are required to attend a minimum of 2 sessions per week.

As there is a new intake each term, sessions are allocated and guaranteed per term, and priority will be given to funded children.

For lunch sessions, parents must provide a packed lunch in accordance with the school's packed lunch policy.

The fees above are subject to Government funding rates.

Two Year Old Funding

If you are in receipt of certain benefits, your child may be entitled to free funding for up to 15 hours a week. Please discuss with the office staff or your Benefits Advisor. Additional hours can be purchased at the above rates. The application form for two year old funding is attached to the Pre-School application pack, or you can apply online via Central Bedfordshire Council's website: <https://www.centralbedfordshire.gov.uk/officeforms/external/TwoYearOldFunding.ofml>

If your application is successful, you will receive an Eligibility Letter from Central Bedfordshire Council to pass on to us, your Provider, and funding will start from the term following your child's 2nd birthday.

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Invoicing

Fees will be invoiced half-termly and will offer the option to pay either by weekly instalments or in one lump sum. Payments must be made in advance and will be due on your child's first session of each week / half term.

Ad-hoc sessions

Occasional, one-off sessions must be booked and paid for in advance. Due to staffing levels, booking on the day cannot guarantee a place. Sessions cancelled with less than 24 hours' notice will still be charged. Regular sessions must be booked as standard sessions and will be invoiced and be subject to the standard Fees Agreement.

Payments

Payments can be made in cash or by cheque. Cheques should be made payable to 'St. Mary's Catholic Primary School'.

Outstanding Fees

If you have difficulty paying fees, please inform the office immediately. After 7 days of non-payment, you will receive a formal reminder that fees are outstanding. Should fees continue to be unpaid, we will regrettably be forced to commence legal proceedings and may reconsider your child's place at the Pre-School.

Notice

For budget planning and staffing, we require notice of any changes to attendance. One month's written notice is required of your child leaving the Pre-School or reducing their sessions, otherwise fees will be charged.

Refunds

No refund is made for sickness or absence from the Pre-School.

Closure

In the event of the Pre-School being forced to cancel sessions, the Pre-School will endeavour to give as much notice as is reasonably possible. The Pre-School reserves the right to offer replacement sessions in lieu of refunds.

Extended Care

The school's Breakfast and After School Clubs are set up and used by Nursery aged children and above. However, it can be made available to Pre-School children, but admission will be considered on an individual basis. Any sessions must be booked and paid for at least 48 hours in advance. No refund is made for missed booked sessions.

Staff Discount

Children of staff at the school may be entitled to a discounted rate. Staff rates are to be discussed with and agreed by the Headteacher and Governors.