



Awliscombe C of E (VA) Primary School
Awliscombe, HONITON, Devon. EX14 3PJ
Telephone: 01404 42031
Email: admin@awliscombe-primary.devon.sch.uk
Head of School: Mrs Vicky Morris



Payhembury C of E (VC) Primary School
Payhembury, HONITON, Devon , EX14 3HT
Telephone: 01404 841291
Email: admin@payhembury-primary.devon.sch.uk
Head of School: Mr Nick Bladon

The FORT Federation

Executive Headteacher: Mrs Penny Hammett

Fees and Charging Policy

At the Fort Federation we aim to make our Pre Schools accessible to as many families in the community as possible and therefore aim to ensure our fees are as competitive as possible. However, we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. Therefore the following policy will apply:

Fees: (From January 2017)

- £3.80 per hour, 3 hour session with extra ½ hour available at lunchtime, chargeable at £1.90
- Lunch can be provided by the caterers at an extra charge of £2.30 or children are welcome to attend the hour session and bring a packed lunch.

Registration charges:

- There is no registration fee for Fort Federation Pre-Schools.

Payment:

- All parents/carers will receive an invoice by the beginning of the first week of each half term.
- Fees can be paid in full during the half term.
- Payment for all fees can be made by cheque or cash, cheques should be made payable to Devon County Council. If paying by cash please ensure that we receive the correct money as we cannot guarantee to return any change on the same day.
- Once payment has been received by cash or cheque, a receipt will be issued. It is the responsibility of parents/carers to inform Payhembury Pre-School if a receipt has not been issued and to keep all receipts for future reference.
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform Vanessa Jarrett (Senior Administrator) and arrange a regular payment plan.
- Once a child has begun at either Pre-School fees are payable for all sessions **regardless of attendance**. Therefore fees are still due for sessions missed due to sickness or holiday.

Charges for visits and shortened sessions:

We encourage parents to visit the chosen Pre-School with their child prior to the child starting with us. There are occasions when a child's keyperson may suggest shortened sessions when a child first starts with us. In these circumstances the following charging policy will apply:

- For visits with parents or carers there will be no charge.
- For settling in sessions where the parents or carers are requested to stay, there will

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be a pro rata charge.

- For shortened sessions full session fees will be charged for the first 2 weeks.

Late Payment:

- A 10% administration charge will be automatically added to all bills outstanding at the end of each half term.
- Reminders will not be issued.
- In the event of a cheque being returned to the Fort Federation marked unpaid, a £10 administration charge will be incurred.

We understand that some families may face genuine hardship in paying fees. We ask that, in these circumstances, parents or carers speak to Penny Hammett, Executive Headteacher, in confidence immediately as it may be possible to arrange a flexible payment plan.

Notice Period and Conditions:

- 4 weeks' notice is required if a child is to leave Pre-School.
- If 4 weeks' notice is not received then 4 weeks fees will be charged in lieu of notice.

Funding

We are registered to provide the free entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect.

Please also see Admissions Policy

This policy was reviewed and updated December 2017.