



Thomas Coram Centre and Nursery School

London Borough of Camden

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020 7520 0385

Head Teacher: Perina Holness

**THOMAS CORAM
NURSERY FEES AND SCHOOL MEALS
CHARGING POLICY
2019- 2020**

The Governing Body of **Thomas Coram Centre** adopted this policy on in **November 2019**

Next Review Date: August 2020

Version 1.0 November 2019

General

The Thomas Coram Centre has adopted a strict NO DEBT policy relating to nursery fees and school meals service as it has incurred significant debts relating to the non-payment of dinner money and nursery fees.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents/ carers. Every parent/ carer will agree that this is unacceptable and we request that all parents/ carers give this policy their full support.

Early Years Provision

We support the entitlement to free 15 hours early years provision for eligible 2 year olds.

We support the entitlement to free 15 hours early years provision for all 3 and 4 year olds and to free 30 hours early years provision for 3 and 4 year olds who are eligible for either the Camden or government funded schemes.

We provide wrap around day-care for pupils attending Thomas Coram Centre and this is chargeable in line with the [Toddler Fees](#) and [Kinder Fee](#) Tariff on our website and in Appendix 1.

The opportunity of onsite wraparound care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.

The provision of quality nursery places for 2, 3 and 4 year olds will help parents to return to work, education and training. This will support families in reducing the impact of poverty.

Policy Aims

- Ensure our charges are fair and affordable.
- Review all charges regularly.
- All parents/carers will be given notice of increased charges in the term prior to its effective date.
- The primary objective of any monetary increase is made to sustain the nursery.
- We will be aware of the charges made by other nursery providers.
- The governments free entitlement which covers 15/30 hours per week, over a minimum of 38 weeks, will be maintained at all times.

- Ensure that the childcare we offer is flexible and meets the needs of working parents whilst maintaining a quality provision, which primarily considers the needs of our very young children.
- Ensure parents can easily identify on their invoice what the charges are and when they need to be paid.

Childcare charges

- Childcare provision will be available from 8.30- 9.30 a.m. and 3.30-5.30p.m/ five days a week. up to 46 weeks per year and is dependent on availability.
- Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision.
- No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week, but parents/carers can purchase additional childcare provision where available.

If a place is offered, a Contract will be issued. This form must be signed and returned as soon as possible.

Billing and Management of Fees

Nursery fees will be billed at the start of term based on a child's proposed weekly attendance pattern. **Four week's non-refundable deposit will be required in advance and will be offset against the final payment when the child leaves the nursery.** Fees for the term should be paid monthly in advance (preferably on the 5th calendar day of each month) either by cash, cheque made payable to 'Thomas Coram Centre' or via bank transfer.

The bank details for the nursery are as follows

Nat West
Thomas Coram Centre
Sort code: 60-80-07
Account number:79418066

Please use your child's name as the payment reference

Full settlement of the fees prior to the end of each academic year is mandatory and 4 weeks' payment notice is required in writing to change contract or leave the nursery.

A child could be excluded for non-payment of fees if a parent has been requested but has failed to communicate with the nursery regarding payment.

Funding for 3 and 4 year olds

All three year olds are eligible for 15 hours (per week) Universal Funding provided by the government. This funding is available to the nursery the term following the child's 3rd birthday. In addition parents should claim a further 15 hours funding from HMRC. <https://www.gov.uk/help-with-childcare-costs> HMRC will provide parents with an 11 digit code commencing with 500 if their claim is successful (please share this code with the nursery). If the HMRC application is not successful parents should apply for the [Camden Enhanced Offer](#) (CEO) which is only available to Camden residents.

The criteria for the allocation of a Discretionary Hours Kinder Afternoon place will be as follows:

- exceptional circumstances: child protection, sudden loss of earnings, or
- do not have the means to pay
(Evidence will need to be provided for your case to be considered e.g. Universal credit statement, letter from college, evidence of income, etc.) The nursery reserves the right to withdraw the offer if your circumstances change.

You will have to pay for the afternoon session if:

- you were eligible for a 30hrs code but failed to renew your code by the deadline
- you or your partner have an 'adjusted net income' over £100,000 in the current tax year or
- you're from [outside the EEA](#) and your UK residence card says you cannot access public funds.

School Meals

If a parent or carer believes that their child qualifies for entitlement to Free School Meals and or a free nursery place, please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Parents/carers must pay for the school lunch once a child has had their 3rd birthday. The cost per day for a lunch is £2.40. i.e. £12 per week or £48 per month. (e.g. The spring 2020 term has 60 school days so the dinner money total based on 100% attendance would be 60 x £2.40 = £144.00 per child)

If a child is absent they will not be charged for meals

We ask you to set up a standing order using the name of your child as the reference so you can pay for lunches either weekly or monthly. You can also pay in cash at the office if you cannot make online payments.

The bank details for the nursery are shown above

We ask that lunches are paid for no more than two week in arrears.

If a debt of more than two weeks is not cleared, the Head teacher or designated staff, will phone the parent/ carer to ask them to come to school with the money or ask them to pay online immediately, otherwise they must take their child home for lunch.

Equalities

At the Thomas Coram Centre we believe it is the right of all pupils, regardless of their gender, ethnicity, physical ability or linguistic, cultural or home background to have access to high quality learning experiences in a stimulating and supportive environment. We will always welcome and celebrate diversity and challenge any form of stereotype or prejudice. We believe that it is the right of parents, carers and children to be included in all aspects of school life, have access to school information and participate in all activities.

PROCEDURE FOR NURSERY FEE DEBTS

Level 1

Indicator: A child's account goes into arrears of more than a month

- Check 1 is this a fee paying child, are invoice details correct?
- Check 2 is there a possibility that payments have not been credited?
- Check 3 does this parent normally pay on time, is this just a one off?

Action 1: send a 'text reminder' Appendix 2

Level 2

Indicator: Nursery fees remain unpaid

- Check 1 is this a fee paying child, are invoice details correct?
- Check 2 is there a possibility that payments have not been credited?
- Check 3 has this parent made contact?

Action 2: Personal contact

School office will speak to the parent or make contact via text and email to ask them to either bring money or pay online. **(Appendix 2 & 3)**

Level 3

Indicator: Nursery fees remain unpaid and the parent has not made contact,

Check 1 is this a fee paying child, are contact details correct?

Check 2 is there a possibility that payments have not been credited?

Action 3: The Head teacher will speak to the parent to discuss resolution of the debt.

PROCEDURE FOR DINNER MONEY DEBTS

Level 1

Indicator: A child's account goes into arrears of more than two weeks

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 does this parent normally pay on time, is this just a one off?

Action 1: send a 'text reminder' Appendix 4

Level 2

Indicator: A child attends school again without the debt being paid

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 has this parent made contact?

Action 2: Personal contact

School office will speak to the parent or make contact via text and email to ask them to either bring money, pay online or arrange to take their child home at lunchtime. (Appendix 4 & 5)

Level 3

Indicator: The parent does not comply with any of these options,

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 has this parent made contact?

Action 3: The Head teacher will speak to the parent to discuss resolution of the debt.

APPENDIX 1

Thomas Coram Centre Nursery Fees Tariff

Toddler (Under 3s) Income based Fees Tariff

Evidence of income will be required for Band 1 & 2 applications

Band 1 Under £35,000 per year

Hourly Rate	Daily Fee (Core day – 6 hrs)	Daily Fee (Extended day- 9hrs)
£6.56	£39.36	£59.04

Band 2 £36,000 - £60,000 per year

Hourly Rate	Daily Fee (Core day – 6 hrs)	Daily Fee (Extended day- 9hrs)
£7.06	£42.36	£63.54

Band 3 Over £60,000 per year

Hourly Rate	Daily Fee (Core day – 6 hrs)	Daily Fee (Extended day- 9hrs)
£8.06	£48.36	£72.54

Kinder (3 & 4 year olds) Fees Tariff

This fee band should be used to calculate fees for extended hours and during the holidays (outside term time)

Hourly Rate	Daily Fee (Core day* – 6 hrs)	Daily Fee (Extended day- 9hrs)
£6.56	£39.36	£59.04

*the Core day for Kinder children is from 9:30a.m. to 3:30 p.m.

APPENDIX 2

Dear Parent,

The nursery has not received a payment for #NAME's fees this term. Please bring your payments up to date immediately

Thanks

APPENDIX 3

Subject: Term fees due

Dear Parent,

Contract reference : UPNXXXXXXXXX

For the Attention of : Parent Name

Home Address: Flat xx, AAAAA BBBBB Buildings, AAAAA Avenue, LONDON, ABXA XAA

Type of Contract: Term Time Only

Nursery fees for Child's Name for the summer term are £x,xxx.xx

Calculation as follows:

30 chargeable hours per week = a cost per week of £196.80 x 12.6 weeks this term

We request IMMEDIATE settlement of the fees

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Thomas Coram Centre

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Please use your child's name as the payment reference

APPENDIX 4

Dear parent/ carer of xxxxxxxx

Dear Parent,

A reminder that dinner money for #NAME is overdue. It should be paid weekly (£12 per week) or monthly in advance.

Thank you

APPENDIX 5

School Meals Arrears - Child's name

Dear Parent,

We have not received payment for school meals. The balance to date outstanding is £XX.XX

We request that you settle the outstanding balance immediately.

The bank details for the nursery are as follows

Nat West

Thomas Coram Centre

Sort code: 60-80-07

Account number:79418066

Please use your child's name as the payment reference

If your do not settle this debt you will need to make arrangements to take you child home for lunch