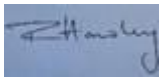
THE WANDSWORTH FEDERATION OF MAINTAINED NURSERY SCHOOLS

SOMERSET NURSERY SCHOOL, BALHAM NURSERY SCHOOL, EASTWOOD NURSERY SCHOOL, EASTWOOD DAY NURSERY

DEBT RECOVERY, CHARGING AND REMISSIONS POLICY 2026/2027

Signed:  **(Chair of Governors)**

Dated: 25/3/26

Signed:  **(Lead Headteacher)**

Dated: 25/3/26

Review Date: Spring 2027

Introduction

In the Wandsworth Federation of Maintained Nursery Schools ("WFMNS"), i.e. Somerset Nursery School, Balham Nursery School, Eastwood Nursery School and Eastwood Day Nursery, the majority of our children are either in receipt of their free 15 hour entitlement or the additional 15 hours (30 hour offer) for 3-4 year olds, or are eligible for an Early Education place for 2 year olds. The Federation's Governing Body recognises the valuable contribution that a wide range of additional activities can make towards each child's personal and social development, whilst they are attending the schools or day nursery e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs/butterflies etc. The Federation Governing Body aims to promote and provide such activities as part of a broad, balanced and enriched curriculum for the children.

Charging

This Policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England. The Governing Body endorses the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. The Governing Body may, from time to time, amend the categories for which a charge may be made and our debt collection model will be applied in these circumstances. The Governing Body reserve the right to revise this Policy as necessary and review fees charged on an annual basis. Please see the attached appendices for each school.

The Federation also offers some nursery sessions that can be paid for by parents:

> Parents can "pay for '"additional hours"' where a parent doesn't qualify for the DFE's full time funded place.
>
> Parents of children who turn 2 or 3 in either the Autumn Term, (1 September – 31 December), or Spring Term, (1 January – 31 March), can apply for an "early entry" place for 15 hours per week in the Summer Term prior to when their eligibility starts.
>
> Eastwood Day Nursery also takes children under two and accepts the DFE code or parents can pay for the place.

The Federation aims to charge in advance for all options in every situation to prevent parental debt to the school. A deductible deposit may also be charged in advance and invoiced to secure a child's 'paid place'. The deposit will be considered part-payment of the first terms fees.

All income from fees and charges, should be made in advance of the child's start date and/or on the published payment dates, one month/half term or term in advance, (depending on the provision and unless prior arrangement has been made by the parent with the School or Day Nursery) Failure to make the agreed payment, may jeopardise the child's place and action will be taken to recover any outstanding balances.

Payments made, cannot be refunded unless the School/Day Nursery is closed, due to adverse weather conditions for example. A refund may only be considered for the duration of a closure, where parents have paid for their place/hours in advance. Payments will not be refunded for pupil absence for holidays for example.

Payment for '"additional hours"' can be made by Bank Transfer or Childcare Vouchers (through a registered provider) if agreed by the School.

The schools provide a freshly prepared, hot meal for lunch which is chargeable per day for all children except those who are eligible for free school meals. The Day Nursery provides breakfast, lunch and tea which is chargeable to all.

At the Nursery Schools where a child stays for a full day, lunch is provided, but this has to be paid for. Lunch fees are charged and should be paid in advance. Failure of lunch fees being paid; may jeopardise a child's lunch place and they will revert to a part time place until the lunch fee is brought up-to-date and the account is in credit.
All income from fees and charges, (provided that they do not relate to central council funds), are retained by the Schools/Day Nursery and should be paid into each of the schools' disbursement accounts.

At Balham Nursery School, income from T-Shirts and Sweatshirts and some other miscellaneous income from parents is paid into the School Fund Account.

At Somerset Nursery School parental donations and contributions are paid into the School Fund Account.

There is no separate School Fund Account for Eastwood Nursery School or Eastwood Day Nursery. All payments relating to fees for the Day Nursery, (including all funds raised through fundraising/parental contributions) are paid via bank transfer from parents/carers and are credited directly into the School's Disbursement Account. All
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The Day Nursery, as non-maintained day care provision has the right to insist that parents pay the full cost of an event/outing or activity. Fundraising may also be undertaken to support an event/outing or activity. All proceeds thereof are to be paid into Eastwood Nursery School's Disbursement Account.

Charges

No charge can be made for education and care during a child's 15 hours, additional 15 hours or early education entitlement. However, a voluntary contribution may be asked for to provide for additional activities within the Nursery Schools. The Governing Body or Headteacher's will ensure that parents are aware that there is no obligation to make any contribution. If an activity cannot be funded without voluntary contributions, the Governing Body or Headteacher's will make this clear to parents at the outset. It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. All children will still be given an equal chance to engage in visits and activities in the Nursery Schools.

Voluntary Contributions
The Law says:
If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
No child will be excluded from an activity because parents are unable to pay.
If insufficient contributions are raised, the trip or activity may have to be cancelled.
If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

The Governing Body reserves the right to make a charge in the following circumstances:

- Voluntary Contributions – the Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours which is designed to enhance the curriculum for the children.
- School Lunch – Nursery Schools – there is a daily charge for school lunches, unless children are eligible for free school meals, in which case there will be no charge. The cost of a daily school meal will be an amount determined by the local authority, contractor or Governing Body.
- Additional Nursery Sessions –The Federation offers parents the opportunity to pay for ''additional hours'' and "early entry" nursery sessions. As these sessions are either over or outside the DFE free entitlement, they therefore carry a cost. In rare cases, the Federation's standard agreement for ''additional hours'' and "early entry" may be amended to accommodate specific requirements of a family, usually in response to the additional needs of the child.
- Uniform – Balham Nursery School sells sweatshirts and T-shirts with the school logo which are available from the reception office. However, there is no requirement for children to wear any uniform or any obligation on parents to purchase these items. Uniform items are paid for at the point of sale.

Charging Procedures

Balham Nursery School.

- Parents who wish to purchase ''additional hours'' or pay for "early entry" at Balham Nursery will be provided with an agreement prior to their child joining the BNS family. Parents will be asked to confirm their agreement to the terms and conditions contained therein for the two options, by signing and returning a copy to the school prior to their child coming on roll.
- The agreement sets out details of the dates that payments are due for the academic year and the amounts to be paid.
- All payments are to be made in advance, for the month/half term/term ahead. Parents will be sent an invoice by email approximately 2 weeks before payment is due. No charge will be made for school holidays or enforced school closure.
- An invoice will be provided to parents for ''additional hours'' fees and/ lunch in advance of payment. Unless agreed with the school parents should pay these invoices a month in advance.
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Somerset Nursery School

1. Parents who wish to purchase ''additional hours'' or pay for "early entry" at Somerset Nursery will be provided with an agreement included with the Application Form prior to their child joining the SNS family. Parents will be asked to confirm their agreement to the terms and conditions contained therein, by signing and returning a copy to the school prior to their child coming on roll. The agreement specifies a term's notice needs to be given prior to a child leaving. This notice period will impact any fees paid if not given. Fees will not be refunded where a term's notice is not given.
2. An invoice will be provided to parents for both ''additional hours'' fees and lunch fees in advance of payment. Unless agreed with the school parents should pay these fees a term in advance.

Eastwood Nursery School

1. Parents who wish to purchase ''additional hours'' at Eastwood Nursery will be provided with an agreement included with the Application Form prior to their child joining the ENS family. Parents will be asked to confirm their agreement to the terms and conditions contained therein, by signing and returning a copy to the school prior to their child coming on roll. The agreement specifies a term's notice needs to be given prior to a child leaving. This notice period will impact any fees paid if not given. Fees will not be refunded where a term's notice is not given.

2. An invoice will be provided to parents for additional fees in advance of payment. Unless agreed with the school parents should pay these fees a term in advance.

Eastwood Day Nursery

1. A non-refundable registration fee is required upon registration except for term time 2 year olds with a 15 hour entitlement via the early education code. If more hours are required exceeding the free entitlement a charge is made in line with current fees and charges.
2. There is no discount on registration fees. One fee is payable if two or more children are registered at the same time from the same family. A registration fee will be applied for all subsequent registrations.
3. The cost of Day Nursery meals and childcare are charged separately. s. A breakdown of the costs are provided and payment should be made in two parts to reflect the breakdown of the charges.
4. A charge for childcare is made on a half day, whole day or weekly basis. Parents are invoiced monthly for a complete calendar month on 1st of the month. No refunds are given and payment is due during all absences as this is an all year, round service.
5. A minimum of one month's notice is required where parents/carers wish to stop using the Day Nursery service. **Where notice is not given the Day Nursery reserves the right to charge the equivalent of the notice period.**
6. Where a child leaves the Day Nursery, re-registration cannot take place until 4 weeks after the child's last day. A non-refundable re-registration fee will be payable.
7. No charge is made for the 15 hour universal entitlement for all 9 month to 2 year olds, 2 year olds or 3 and 4 year olds. The offer is on a stretched basis as the Day Nursery is an all year round setting. All additional sessions and services are fully charged in in accordance with current fees.
8. No charge is made for children aged 3 and 4 eligible for 30 hours of free early education as determined by the HMRC. This is offered on a stretched basis as this an all year, round provision. All additional sessions and services will be charged in accordance with current fees.
9. The Day Nursery will close for a maximum of 12 days each year for which no charge is made. The provision will be closed for 4 days in August, following the Bank Holiday and 3 days at Christmas. Up to 5 staff training days may take place and the dates for these are determined annually.
10. A sibling discount of 20% is applied to the invoice of the eldest child where 2 or more children attend the Day Nursery simultaneously. Where the sibling is a twin or triplet one child will be randomly selected to apply the discount. The discount is removed as soon as there are no longer two or more children in attendance.
11. A late collection fee (per minute) will be charged in accordance with the current charges.
12. No charge is made for free Early education places for 2 year olds, i.e.15 hours per week, term-time only. Where two full days is the preferred attendance mode a charge is made for lunch and tea on the days of attendance as these are deemed to be additional chargeable services. Charges will also be made where additional sessions are required.
13. Staff accessing paid services for childcare are charged according to the current fees and charges**.** There is a 20% discount for staff applied to one child only.
14. A charge may be made to cover ingredients or materials where the parent/carer has confirmed in advance that they wish to own the finished product.
15. A full charge will be made for all visits, trips or activities for Day Nursery children. If insufficient contributions are raised a trip or activity may be cancelled.

Debt Recovery

Should debts accumulate, the Federation will take all reasonable measures to vigorously collect debts as part of our management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. The Federation's Debt Recovery, Charging and Remissions Policy will observe the relevant financial regulations and guidance set out in the Financial Management Handbook for

Schools (particularly Section 3.06) issued by Wandsworth Council, Section 48 of the School Standards and
Framework Act 1998, and Schedule 14 to the Act, School and Early Years Finance (England) Regulations 2014 and any other legal requirements.

- ***First written 'overdue payment' reminder.*** If a payment has not been received by the allocated date, a member of the Business Team will contact the parents by email within 5 working days. A copy of the email will be will be kept securely on the relevant School's network or in a school file.
- ***Second written 'overdue payment' reminder (Appendix 1).*** If payment has not been received within 5 working days of the First Written Reminder, a Section Written Reminder will be sent to parents confirming the balance owed and setting a new deadline for payment. A copy of this letter and email will be kept securely on the relevant School's network or in a school's file. At this point parents will be offered the opportunity to talk to the Headteacher, Federation Business Leader, Day Nursery Manager or Administrator about the remission's procedures. Parents will be informed at this stage that their child's place in the paid sessions may be withdrawn if the balance is not received by the extended deadline.
- ***Failure to settle the debt (Appendix 2).*** Should the balance remain outstanding by the extended deadline the child will not be able to attend the paid sessions at Balham Nursery, Somerset Nursery, Eastwood Nursery School or Eastwood Day Nursery. A letter will be sent to parents from the Headteacher informing them of this and a copy of the letter will be kept securely in the relevant School's files. In these circumstances the Governing Body will be informed.

Difficulties with payment

Debtors are expected, whenever possible, to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder. As part of our charging process, parents are offered an opportunity to discuss difficulties with making a payment with the Headteacher, Federation Business Leader, Day Nursery Manager or the School's Administrator. It may be possible for The Federation to break the payments down into more manageable amounts through a payment plan. In all cases, a letter will be issued to the parents/debtor confirming the agreed terms for repayment. The settlement period should be the shortest that is judged reasonable. A sensitive approach by The Federation to debt recovery will be carried out, taking the following factors into account:

- Hardship: where paying the debt would cause financial hardship;
- Ill health: where our recovery action might cause further ill health;
- Time: where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay the debt in full;
- Cost: where the value of the debt is less than the cost of recovering it;
- Multiple debts: where someone owes more than one debt. In this situation an attempt to agree one repayment plan to include all debts will be established.

Remissions

Remissions are payments made by the Federation Schools to meet the cost of the charges where parents of the child are unable to pay and/or are subject to financial hardship. Remissions are made to try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities offered by the School's. Parents can apply in confidence to the Headteacher's for the remission of charges in part or in full. The Headteacher's, in consultation with the Resources Committee/Governing Body, will ratify authorisation of any remissions. Where possible Government Grants should be considered to assist in payment of activities where hardship is a consideration. Early Years Pupil Premium where a child is eligible is one such Grant that could be considered before writing off a debt.

Writing Off of Bad Debts

The Governing Body of The Federation may not write-off any debt. The Board will refer any such sums to the Local Authority's Assistant Director of Finance and Resources for approval of write-off. Submission for write off for all debts will be made using the relevant form (Appendix 3.06A of the Financial Management Handbook for Schools) which will be signed and dated.

Debts greater than £10,000 can be written off only by the Local Authority's Executive Member for Finance on advice from the Assistant Director of Finance and Resources.

A formal record of any debts written off will be maintained and this will be retained for 7 years (the form of this record is specified above).

The Federation will not initiate any legal action to recover debts. The Board will refer any debts which the schools have not been able to collect to the Local Authority's Legal Services Department to consider taking legal or other action to collect the debt.

The Federation will not write off any debt belonging to the Local Authority or other party. If in doubt as to the appropriate action to collect any such debts, the Federation will seek prompt advice from Officers of the Local Authority.

Reporting of outstanding debt levels

The Headteacher's will ensure that the level of outstanding debt is monitored each term. Records will be maintained to detail individual debts and the total value of debt to the school in order that it can be determined at any time as detailed in Appendix 3. These details will be reported to the Resources Committee together with any action that has been put in place to recover the debt.

Appendix 1
Second Written "overdue payment" Reminder

Date:

Dear Parents of: **[insert name].**

Re: Outstanding Fees for [top up/early entry/childcare] - [month and year].

The deadline to pay for the **[month] [top up/early entry/childcare/lunch]** fees was due on **[insert date].** Despite contacting you on [**insert date]**, we are yet to receive this payment. In order for you to retain your child's **[top up/early entry/childcare/lunch]** place, we will need to receive your payment by **[insert date]** at the very latest. Failure to make payment by this date may result in **[name of child]**'s **[top up/early entry/childcare/lunch]** place being withdrawn.

I would like to take this opportunity to remind you that fees are payable monthly/termly in advance.

If you have any difficulties making a payment by this date or you wish to discuss matter this further, please do contact me via [**telephone number and email address]** and we can arrange a convenient time to meet.

I thank you in advance for making your payment.

Yours sincerely

The Wandsworth Federation of Maintained Nursery Schools
[Establishment]

Appendix 2
Failure to Settle the Debt Letter

Date

Dear Parents of: **[insert name]**

Re: Withdrawal of a [top up/early entry/childcare/lunch] place.

The deadline to pay for the **[month/term]** fees for **[name of child's] [top up/early entry/childcare/lunch]** place was **[insert date].** Despite contacting you on **[insert date]** and sending you a further letter on **[insert date]** providing you with an extended deadline to make this payment, we still have not received the monies due.

For Top Up
As a result of this, I regret to have to inform you that we will have to withdraw your child's additional 15 hours. **[name of child]** is still entitled to the universal 15 hours of free education and so their enrolment at the school will revert to a **[morning/afternoon]** place with a full day on a **[day of the week]** effective **[insert date].**

OR

For Early Entries
As a result of this, I regret to inform you that we will have to withdraw your child's place at the school effective **[date].** As you are aware, **[insert name of child]** becomes eligible for the universal 15 hours of free education from **[insert date].** We would be happy to reserve a place for **[insert name of child]** for the **[term]** term which commences on **[insert date]**. I would be most grateful if you could let the school office know if you would like to take up this place.

OR Lunch

As a result of this, I regret to inform you that you will need to collect your child at the end of the morning session/bring them in for the afternoon session, until the lunch money arrears have been paid and a credit balance is held on your account.

OR
For Eastwood Day Nursery
As a result of this, I regret to inform you that we will have to withdraw your child's place at Eastwood Day Nursery effective **[date].**

If you wish to discuss this letter further, please contact me via **[telephone number and admin email address]**

Appendix 3

Record of Debt(s)

THE WANDSWORTH FEDERATION OF MAINTAINED NURSERY SCHOOLS
[ESTABLISHMENT]

RECORDS OF DEBTS [Term] [Year]

Debtor	Details of debt	Amount (£)	Invoice reference and date (*where applicable*).	Notes

Headteacher: Emma Furlong

Chapter 1 Session information sheet

Eastwood Nursery School Centre for Children & Families offers the following session times in the Nursery School and Day Nursery provision:

Nursery School

The Nursery School offers term time (38 weeks a year) places for all eligible 3 and 4 year olds.
A child's entitlement to attend Eastwood Nursery School for the free 15 hours commences from the term after their 3rd birthday. All place offers are subject to eligibility. Proof of eligibility for a full time place will be in the form of a 30 hour code which you will be required to provide.

Admission dates	**Child's Date of Birth for admission**
Autumn term (1st September onwards)	For children born between 1st April to 31st August
Spring term (1st January onwards)	For children born between 1st September to 31st December
Summer term (1st April onwards)	For children born between 1st January to 31st March

The sessions are Monday to Friday, either full time* (children with a 30 hour code) or part time. All places are subject to availability.

Full Day	8.45am – 3.30pm*
Morning Session	8.45am – 11.45am
Afternoon Session	12.30pm – 3.30pm

Day Nursery

The Day Nursery offers an all year-round provision for children between 8 weeks and 5 years of age. Government funding is accepted, either on a stretched basis, term time only or all year round at the Day Nursery.

All places are subject to availability. <u>All year round</u>
A minimum booking of three sessions per week is required.

Full Day	8am – 6pm
Morning Session	8am – 1pm
Afternoon Session	1pm – 6pm

Fees

- **Registration fee of £150 (non-refundable).**
- Payment monthly in advance on the 1st of each month.
- Payment directly into the Eastwood bank account.
  Cash and cheques are not accepted

	Charges- 0-2 years	Charges- 2-3 years	Charges- 3 years+
Registration	£150	£150	£150
Full time week	£475	£425	£380
Full Day	£110	£100	£90
Half Day AM	£85	£75	£65
Half Day PM	£85	£75	£65
*Late collection fee	£1.00 per minute	£1.00 per minute	£1.00 per minute
** meals charged	£3.20/£6.40 per day	£3.20/£6.40 per day	£3.20/£6.40 per day

Term time only:

Session Type	Days available	Times
Mornings	Monday to Friday	8.30am to 11.30am
Afternoons	Monday to Friday	12.30pm to 3.30pm
Mornings	5 per week	8.00am to 1.00pm*
Afternoons	5 per week	1.00pm to 6.00pm*
Full Days	Any 4 consecutive days (subject to availability)	8.30am to 4.00pm**

Please note the charge for additional services of £3.20 per half day/ £6.40** per full day to cover the cost of meals. You will be invoiced separately in advance and required to pay by the 1st of each month.

Additional Paid for Hours:

You may be able to increase your child's nursery sessions by buying additional mornings, afternoons or full days (conditions apply and we are happy to discuss these with you) if you opt for additional sessions, you will receive a stretched all year round offer.

You may be able to purchase additional nursery sessions for children on the term time only 2-year-old funded places. These are subject to availability and a termly booking pattern may be applied. For the purchasing of ad hoc sessions, we ask that you contact us directly on the telephone number below.

Important to note:

- Your eligibility code will be verified with the Local Authority prior to offering a place at the Day Nursery
- All offers of a place are subject to you providing proof of your child's date of birth. All children who attend the Day Nursery will receive the same quality of child care and access to the provision
- Once granted, 2-year-old funding will continue until the beginning of the term following your child's third birthday.
- There is no term time only provision available at the Day Nursery for 0-23 months old, 3 and 4-year-olds. Your child's registration will be automatically withdrawn when funding ceases, unless parents/carers agree to move to the all year round – stretched offer for universal hours for 3 and 4-year-olds
- Parents are permitted to use a maximum of two providers per day. Each term you will be asked to sign the Local Authority Parent Declaration form and you must not claim more than your entitlement.
- If a parents/carer attempts to claim more funding than they are entitled, they will be liable for any childcare fees incurred at the setting.

Bank Details		
Bank: NatWest	Account Name: Eastwood Nursery School	
Account Number: 69615659	Sort Code: 60-22-28	Reference: <Your Child's Name> DN

Eastwood Nursery School Centre for Children & Families is located at
168 Roehampton Lane, London, SW15 4EU
Tel: 0208 876 3976
E: Nursery School admin@eastwood.wandsworth.sch.uk
Day Nursery edn@eastwood.wandsworth.sch.uk



Somerset Nursery School

Somerset Nursery School operates between the hours of 9.15am to 3.15pm, term time only for 38 weeks per year. We accept 15 hour and 30 hour government funding codes for two and three year old children and offer full time and part time places. Please note this funding becomes available the term after the child turns two or three years of age. Your eligibility code will be verified with the Local Authority prior to us offering a place.

Additional Paid Hours
Part time places are available via a fee paying option set at £172.50 per week for the 2025-26 academic year. In exceptional circumstances, you may be able to purchase ad hoc additional hours for part time children, at the Headteachers discretion and subject to availability. Please request this in writing addressed to Kellie Schrader, Headteacher at admin@somerset.wandsworth.sch.uk.

Funding
Parents are permitted to use a maximum of two providers per day. Each term you will be asked to sign the Local Authority Parent Declaration form and you must not claim more than your entitlement. If a parent/carer attempts to claim more funding than they are entitled, they will be liable for any fees incurred at the nursery.

School Closure Periods
We follow the Wandsworth Local Authority term dates and are closed for an additional 5 days per year for staff training. These dates are published in advance on the school website.

Session Information

Full time	9.15am-3.15pm x 5 days
Part time morning	9.15am-11.45am x 4 days + 1 full day
Part time afternoon	12.45pm-3.15pm x 4 days + 1 full day

Two, three and four year olds can attend part time or full time, subject to availability.

Meals
Freshly cooked, hot meals are prepared on site at a charge of £3.20 per day. You will be invoiced separately and required to pay in advance. You will only be charged for meals taken, please notify us if your child is absent by 9:30am to avoid being charged for meals not taken. Any credit remaining at the end of the term will be rolled over to the next term or refunded accordingly.

Other charges
We do not charge for consumable items such as sunscreen, milk or snacks. If your child requires a different type of sunscreen or non-dairy milk due to allergies, we will ask you to provide this. If your child uses nappies, we will ask you to provide a suitable number of nappies and wipes each day in their school bag.

BALHAM NURSERY SCHOOL
72 Endlesham Road
London SW12 8JL
020 8673 4099
admin@balham-nursery.wandsworth.sch.uk
www.balham-nursery.wandsworth.sch.uk

Childcare Cost

Academic Year 2026 – 2027

Balham Nursery School operates on term time basis (38 weeks a year), with placements available for 2-3-4-year-old children.

Childcare allowances (such as 2-3-4-year-old Working Parent eligibility, 2-year-old Voucher for Families in Receipt of Support, or 3-4 Universal 15hrs entitlement) are applicable from the term following the child's 2nd or 3rd birthday, in line with the following termly structure:

Admission dates	Child's Date of Birth for admission
Autumn term (1st September onwards)	For children born between 1st April to 31st August
Spring term (1st January onwards)	For children born between 1st September to 31st December
Summer term (1st April onwards)	For children born between 1st January to 31st March

Proof of eligibility is required: this normally consists of your Working Parent code or 2-year-old voucher (the Universal 15hrs entitlement does not require a code as this is non-income related and is automatically granted to all 3–4-year-olds from the term after their 3rd birthday).

Eligibility codes are verified with the Local Authority prior to offering a place.

Private payers would be able to enrol from the day their child turns 2 years old.

Fees

Payment is made in advance on half-termly basis.

Payment is made via bank transfer only, directly into the Balham Nursery bank account.

Additional Costs for 2-year-olds (for 38 weeks a year – term time only)

Breakfast Club 8.30-9am	Privately Paid	£5.75 daily
Extended Session 3-5.45pm	Privately Paid	£34.50 daily
Lunch Cost	Privately Paid	£3.20/day
Hourly Rate	Privately Paid	£11.50

2-year-old places

15 Hours a week			
Type of place	**Entitlement**	**Cost - Daily**	**Cost - Weekly**
15 hours (AM, PM or 2.5 days)	2 Year Funded Code	Free – plus the cost of lunch if applicable	Free (plus the cost of lunch if applicable)
15hours (AM, PM or 2.5 days)	Privately Paid	· £34.50 daily per session (for 3hr/day AM or PM) · (2.5 days (5 sessions), plus the cost of lunch charged at £3.20/day)	£172.50 per week (plus the cost of lunch if applicable)
15hours (AM or 2.5 days) Plus Breakfast club (from 8.30am)	Privately Paid	· £40.25 daily (for 3.5hrs/day AM only) (2.5 days (5 sessions), plus the cost of lunch charged £3.20/day)	£201.25 (plus the cost of lunch if applicable)
30 Hours a week			
30hours (9am-3pm)	Working Parent Code	Free – plus the cost of lunch	Free – (plus the cost of lunch)
30 hours (9am-3pm)	Privately Paid	£69 plus £3.20 lunch	£345
30 hours plus breakfast club only (8.30am-3pm)	Privately Paid	£74.75 plus £3.20 lunch	£373.75
30 hours plus extended session only (9am-5.45pm)	Privately Paid	£103.50 plus £3.20 lunch	£517.50
30 hours plus breakfast club and extended session(8.30am-5.45pm)	Privately Paid	£109.25 plus £3.20 lunch	£546.25

3–4-year-old places (for 38 weeks a year – term time)

Additional Costs for 3-4 year olds

Breakfast Club 8.30-9am	Privately Paid	£5.75 daily
Extended Session 3-5.45 pm	Privately Paid	£34.50 daily
Lunch Cost	Privately Paid	£3.20/day
Lunch Cost	Free School meals	Free
Hourly Rate	Privately Paid	£11.50

15 Hours a week			
Type of place	**Entitlement**	**Cost- Daily**	**Cost - Weekly**
15 hours (AM,PM or 2.5 days)	Universal Entitlement	Free – plus £3.20 lunch/day if applicable	Free (plus the cost of lunch if applicable)
15hours (AM or 2.5 days) Plus Breakfast club (from 8.30am)	Privately Paid	£40.25 plus £3.20 lunch/day if applicable	£201.25 (plus the cost of lunch if applicable)
30 Hours a week			
30hours (9am-3pm)	Working Parent Code	Free - plus £3.20 lunch/day if applicable	Free (plus the cost of lunch if applicable)
30hours with Breakfast Club (8.30am-3pm)	Working Parent Code	£5.75 plus £3.20 lunch/day if applicable	£28.75 (plus the cost of lunch if applicable)
30hours plus extended session (8.30am-5.45pm)	Working Parent Code	£40.25 plus £3.20 lunch/day if applicable	£201.25 (plus the cost of lunch if applicable)
30 hours (additional 15 hours) (9am-3pm)	Privately Paid	£34.50 plus £3.20 lunch/day if applicable	£172.50 (plus the cost of lunch if applicable)
30 hours (additional 15 hours) plus breakfast club only (8.30am-3pm)	Privately Paid	£40.25 plus £3.20 lunch/day if applicable	£201.25 (plus the cost of lunch if applicable)
30 hours (additional 15 hours) plus extended session only (9am-5.45pm)	Privately Paid	£69 plus £3.20 lunch/day if applicable	£345 (plus the cost of lunch if applicable)
30 hours (additional 15 hours) plus breakfast club and extended session (8.30am-5.45pm)	Privately Paid	£74.75 plus £3.20 lunch/day if applicable	£373.75 (plus the cost of lunch if applicable)

Lunch

We are a nut free school. Hot and nutritious meals are cooked on site daily by our chef. We have a seasonal menu which is rotated on a 3-weekly cycle for each term. There are copies of our menu on the parents notice board and in the office. We understand that some children have a range of allergies, and if this is a concern for you, please ask to speak with your child's keyworker or the SENDCO. Children are only charged for meals taken. To avoid food wastage, we will appreciate it if you inform us no later than 9.30am if your child is absent from school on the day.

Magic breakfast and snacks

In partnership with magic breakfast, we provide free breakfast for all children who wish to partake from 9am each day. This consists of bagels, crumpets, a variety of cereals and toast. We do not charge for milk, and snacks. We encourage parents to bring a small amount of fruit or vegetable, packets of breadsticks or rice cakes for children to share with their peers. Snack time is a key part of our daily routine, which provides many learning opportunities. We are a nut free school.

Nappies and wipes

We do not provide nappies and wipes. If your child uses any of the above, we will ask you to keep a supply in their school bags so we can change them as and when needed.

Sun protection and care

We provide a generic sun cream/ spray (factor 50) for all our children, however if your child has an allergy or you have a preference for a particular brand, you are encouraged to bring one to nursery for your child's usage.