



Pre-School Payment and Fees Policy

Early Years Funding

All 3 and 4 year olds receive 15 hours free funding per week. (Funding is received the term after the child has turned 3 years). Working parents may be entitled to 30 hours per week free funding.

Any hours taken above your funded hours will be charged at £5.00 an hour. This rate is reviewed annually.

Payment information

Fees are due every month, an invoice will be received via email during the last week of the month. Parents are given 30 days to settle their invoice by bank transfer, or by using childcare vouchers (please quote reference number). All bank details are shown on the invoice.

If fees are not paid on time, non funded hours will cease until payment is made.

If a parent/carer is unable to pay the fees within the time period, they must be able to provide a genuine reason why they are unable to pay. In exceptional circumstances a payment plan may be arranged.

Parent Declaration Form

We will provide you with a Parent Declaration Form to complete every term in order for us to access you free entitlement.

Absent Children

Fees must still be paid even if a child is absent.

Notification of change in attendance

A half term's notice in writing must be given when withdrawing a child or decreasing the days of attendance.

Lunches

School lunches can be ordered via the MCAS app at a charge of £2.80 rising to £3.00 from September 2026

Contact information

For all queries regarding invoices and payments please contact Mrs Qurashi, Finance Officer.

For all other queries regarding admissions and hours please contact Mrs Button, Office Manager.

