



# Rockwell Green Church of England Primary School

## Rockets Pre School

# Fees Policy

Status:	NON-STATUTORY
Responsible person:	Headteacher
Approval Date:	May 2025
Review Period:	Annually
Review Date:	February 2026

# Rockwell Green Primary School

## Rockets – Pre School

### Fees Policy

#### Introduction

*This policy should be taken as part of the overall strategy of Rockwell Green School and operated within the context of the School's ethos, vision, aims and values as a Church of England School.*

**It is important that all parents/guardians read the following information, as this forms part of the contract with Rockets.**

#### **Background Information**

The Rockets setting operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. We provide childcare for 2-4 year olds, Monday to Friday 8.45am - 3.15pm (School Term time only).

#### **Booking, Fees and Billing**

##### **Charges**

Hourly rate: £4.90 (3 year olds) £5.00 (2 Year olds) until 31<sup>st</sup> August 2025, with an annual review of charges.  
Fees from 1<sup>st</sup> September 2025: Hourly rate: £5 (3 year olds) £5.10 (2 Year olds)

##### **Session Times**

All day	8.45am – 3.15pm
Morning	8.45am – 11.45am
Afternoon	11.45am – 3.15pm

##### **Fees**

Fees must be paid for all the hours/days that your child attends, including sickness, non-attendance and family holidays.

Fees are not payable for Bank Holidays or Inset Days.

If Rockets is closed due to unforeseen circumstances including unable to open due to bad weather ie. snow, flooding etc then fees are still payable. However, fees will be reimbursed if your child is unable to attend on any particular day or session due to staff shortages.

If there is a long-term closure, due to unforeseen circumstances, that occurs for a period of more than two weeks then 20% of fees may be charged. This will be to support the economic sustainability of the Rockets for the long term. This decision will be made depending on the financial support from the government and the Local Authority.

Fees are to be paid at the beginning of each week or in full for the half-term by the end of the second week of the half-term. This date will be stated on the invoice. Fees should be paid through our online payment system ParentMail.

Late collection: if a child is collected late during the day (lunchtime) then a charge of £5 per 30 minutes will be charged (minimum charge £5). At the end of the day late collection will be charged at £10 for every 15 minutes (minimum charge £10).

Voluntary donations are asked for any additional activities (eg. trips). While this may be a voluntary donation, if there are not enough funds to cover the cost of the activity then the activity may be cancelled. In addition, a lunch can be provided for the children, rather than them bringing their own lunch, and we ask for a voluntary donation of £1.95 for lunch. Again, if not enough voluntary donations are made then the provision of a lunch will be reviewed and may have to be removed.

In addition to the above, parents are asked to provide nappies and wet wipes for their child.

### **Retainers**

A retainer fee will be charged (the same as the normal attendance fee) to keep a place open for a child. A retainer may be needed when a child is attending a session at another childcare provision and is unable to attend Rockets.

### **Non-payment of fees procedure**

1. If payment is not received by the due date on the invoice then a letter will be sent requesting full payment of all fees due up to the current date. The parent will be offered the opportunity to speak to the school's business manager if finances are challenging for the family. The school's business manager will also try to communicate with the parent/carer by telephone at the time of sending out the letter. One week will be given for the debt to be paid unless a repayment plan has been agreed to clear the debt.
2. If a payment plan is agreed then it will state the amounts, the time scale and will be signed by both parties. A copy will be given to the parent/carers.
3. If the debt is not paid off as agreed, parents will be informed that their child's place will be withdrawn (except Funded hours) until the debt is cleared.
4. Recovery of any outstanding debts will occur through the small claims court.

### **Early Years Entitlement**

Rockets Pre-School are registered to receive government funding and all children attending the pre-school of an eligible age are entitled to such funding. This includes 2-year-old funding where relevant (working families from April 2024 and families in receipt of certain benefits). This will be available from the term after their second or third birthday or for disadvantaged 2-year old funding, from the date stated on the confirmation letter.

The Universal and Two-Year-Old funding entitlement is currently 570 hours for the year starting the term after their second or third birthday. This equates to 15 hours per week over the 38 weeks which the setting is open. A maximum of 10.00 hours can be claimed in one day. You can use more than one provider (a maximum of two providers per day and no more than three providers per week) but you can only claim the maximum entitlement of hours per funding in total. The Extended 30 hours Entitlement Offer of an additional 15 hours per week can be accessed by working parents and is as the Universal Funding and can be used in the same way.

To claim the Early Years Entitlement/Extended Offer the following information is needed:

- Child's birth certificate or Passport.
- Early Years Entitlement Parent Declaration form completed every term.
- The parents accessing the Extended 30 hours funding and working families 2 year old funding hours will be required to give written permission to share child's details/NI number with the Early Years Entitlements team or Rockets Administrator to check eligibility, this is done by completing the form provided by Rockets.
- Parents are solely responsible for checking and providing their eligibility for the Extended 30 hours funding and working families 2-year-old funding. Should they fall out of the grace period and do not give sufficient notice they will be required to pay any fees accrued.

All fees charged relate to those hours not funded by the Early Years Entitlement. Should a session last longer than the Early Years Entitlement available, parents will be required to pay for that part of the session that exceeds the Early Years Entitlement e.g. Early Years Entitlement will only cover up to 10.00 hours a day. Parents will be required to pay for hours that exceed the Early Years Entitlement allowance.

We also accept Government Tax Free Payments, please speak to the Rockets Administrator for details.

#### Early Year Pupil Premium

As a setting we are able to claim extra funding through EYPP. This money is paid directly to the setting and used to support a child's learning and development.

It will be paid to eligible two, three and four-year olds, children whose parents are in receipt of certain benefits and is paid alongside Early Years Funding. For details of eligibility please visit: [www.somerset.gov.uk/childrens-service](http://www.somerset.gov.uk/childrens-service).

#### **Working Tax Credit**

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM Revenue and Customs (HMRC) website. [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

#### **Termination of the contract**

##### **Rockets**

Rockets reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times one month's notice in writing will be given.

##### **Parents/carers**

One month's written notice must be given to Rockets to terminate a child's place, if written notice is not received four weeks fees will be charged, and Early Years Entitlement for the four weeks will be claimed.

##### **Changing of hours**

If parent/carers wish to change their child's hours, then this must be done by speaking to the Rocket's administrator. If parents/carers are asking for a swap of a session then this will be accommodated if possible. If parent/carers wish to drop a session, then one month's written notice must be given. If written notice is not received four weeks' fees will be charged, and Early Years Entitlement for the four weeks will be claimed.

**Parental/Carer Responsibility**

Parent/carers are responsible to reconfirm every 3 months their eligibility code. If they fail to do this and fall out of eligibility they will then be charged for any hours their child has attended Rockets.

**Reviewing of the Fees Policy**

The Fees Policy will be reviewed at least annually and more if needed due to unforeseen circumstances. Each time the policy is reviewed parent/carers will be given a copy and asked to sign to say they have both been given a copy and agree to it.

A copy of the fees policy will also be given when a child starts at Rockets and parent/carers will be asked to sign to agree with it and that they are aware of producing their child's birth certificate within two weeks, the additional charges, Early Years Entitlement consent and reconfirming of eligibility.