www.stmarysprimary.org.uk
admin@stmarysprimary.org.uk
01582 602420

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Growing in faith: loving and learning together with Jesus

Headteacher: Mrs A Dowling, BA Ed (Hons) NPQH

St. Mary's Catholic Primary School St. Vincent's Catholic Primary School

Pre-School Fees Agreement

(DETACH FROM APPLICATION FORM AND KEEP FOR YOUR RECORDS)

Session Charges

Session	Time		Cost
Morning	8.45 am – 11.45 am	(3 hours)	£16.00
Afternoon	12.30 pm – 3.30 pm	(3 hours)	£16.00
All Day	8.45 am – 3.30 pm	(6 hours, 45 minutes) (includes lunch session (@ £4) from 11.45am – 12.30pm)	£35.00

Sessions are available Monday to Friday during term time. Children are required to attend a minimum of 2 sessions per week.

If children are attending an All Day session, parents/carers must provide a packed lunch in accordance with the school's packed lunch policy.

The fees above are subject to Government funding rates.

15/30 Hours Funding

Funding for up to 15 hours per week is available for parents in receipt of certain benefits, and for up to 30 hours per week for working parents meeting specific criteria.

Funding for families in receipt of government assistance starts from the term following your child's 2nd birthday. Working Parent funding starts from the term after your child turns 9 months old – this funding can thus be used during the term your child turns 2. Working parent funding must be renewed every 3 months.

For more detailed information about the funding, and to apply, please take a look at www.beststartinlife.gov.uk. If your application is successful, you will receive an Eligibility Code from Central Bedfordshire Council to pass on to us.

Additional hours can be purchased at the above rates.

Invoicing and Payments

Fees will be invoiced half-termly and will offer the option to pay either by weekly instalments or in one lump sum. Payments must be made by the date specified on the invoice.

Invoices will be sent through ParentMail and payments should be made through the ParentMail app.

Tax Free Childcare

TFC is available for working parents and can be used to help pay for your child's sessions. For more information about this scheme, please take a look at www.beststartinlife.gov.uk. Please talk to the office if you would like to pay with TFC.

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Ad-hoc sessions
Occasional, one-off sessions must be booked and paid for in advance. Due to staffing levels, booking on the day cannot guarantee a place. Sessions cancelled with less than 24 hours' notice will still be charged. Regular sessions must be booked as standard sessions which will be invoiced and be subject to the standard Fees Agreement.

Outstanding Fees
If you have difficulty paying fees, please inform the office immediately. After 7 days of non-payment, you will receive a formal reminder that fees are outstanding. Should fees continue to be unpaid, we may reconsider your child's place at the Pre-School and will regrettably be forced to commence legal proceedings.

Notice
For budget planning and staffing, any requests to increase, decrease or change sessions must be applied for via the relevant form (please ask at the office). One month's notice is required of your child leaving the Pre-School or reducing their sessions. Fees will remain payable until the end of the notice period.

Refunds
No refund is made for sickness or absence from the Pre-School.

Closure
In the event of the Pre-School being forced to cancel sessions, the Pre-School will endeavour to give as much notice as is reasonably possible. The Pre-School reserves the right to offer replacement sessions in lieu of refunds.

Extended Care
The school's Breakfast and After School Clubs are set up and used by Nursery aged children and above. However, it can be made available to Pre-School children; admission will be considered on an individual basis. Any sessions must be booked and paid for in advance on ParentMail.

Staff Discount
Children of staff at the school may be entitled to a discounted rate. Staff rates are to be discussed with, and agreed by, the Headteacher and Governors. Please ask the office for more information.

04.02.26