



ST PETER'S ANGLICAN METHODIST PRIMARY SCHOOL

NURSERY FEES PAYMENT POLICY

School Address	Bank Road Pilning South Gloucestershire BS35 4JG
School Contact Number	01454 631137

Aim

St Peter's Nursery aims to provide value for money in a nurturing environment for children to develop through play-based learning, following the key principles of the Early Years Foundation Stage.

Fees Overview

- We accept children into the nursery from the age of 3
- Once a child is 3, they may attend the nursery for the rest of that term. If not yet eligible for funding, sessions must be paid for by the parent/carer
- All children over the age of 3 are entitled to at least 15 hours per week of free nursery provision from the term following their third birthday through the Nursery Education Grant. Some children are entitled to 30 hours per week
- For details about the eligibility criteria please visit www.southglos.gov.uk/freechildcare
- We prefer a minimum sign up of 15 hours per child over a minimum of 4 days per week (flexibility on this may be offered on a term by term basis depending on demand/space available)
- Any additional hours or sessions attended (availability permitting) in excess of your funded hours will be subject to a charge (see Appendix 1 for current fees)
- School meals can be purchased at the current cost of £2.75 per day (meal selections and payments to be made via Arbor).

Breakfast Club

We offer a breakfast club daily. Sessions for nursery children run from 7.50am – 8.50am when nursery begins. Sessions cost £5.50 per child per day including breakfast (cereal, pastries, toast, spread, jam, fruit juice and fruit are offered). Places must be booked in advance as space is limited. Bookings and payments to be made via Arbor.

After School Club

We offer an after school club daily from 3.20pm until 6pm. Sessions cost £8.50 until 4.30pm or £11.00 until 6pm including a snack. Sibling discounts are available. Places must be booked in advance as space is limited. Bookings and payments to be made via Arbor.

Payment of Nursery Fees

Nursery fees for the 2025-26 academic year are £20 per session per child (£41.50 for a full day including lunch club) and are payable a term in advance. You will be issued with an invoice in advance. Fees should be paid using our online payment system Arbor. When your child starts nursery, you will be sent a link and once you've clicked on the link, you will be able to see your account and make payment for any extras. Fees will be charged for the agreed days and hours regardless of whether the child attends or not.

If you wish to stop your child's attendance at Nursery then you need to give 4 weeks' notice, in writing, of the date you intend to withdraw your child. Failure to do so could leave you liable for any fees for the following term.

The school will review Nursery fees on an annual basis in the summer term. Any increase will take effect from the start of the new academic year in September.

Holidays & Absence

If you are going away on holiday, you must notify the school office of the dates your child will be away from their sessions, in advance and in writing. All children in receipt of 15/30 hours free entitlement can only be away for a maximum of two weeks at a time and still claim grant funding. If your holiday exceeds this given period, a child may not be eligible to claim free funding for the full term and may be required to pay for the sessions missed. Children missing nursery due to family holidays will have to pay for any sessions in excess of a week's funded sessions. If your child is absent due to illness, and fees still have to be paid.

Non-Payment of nursery/top-up fees

If the fees have not been paid by the due date, in the first instance, an email will be sent out reminding that payment is due, this will be followed up with a phone call, if payment is still not received.

If fees remain unpaid, the school's debt recovery policy will be followed and the school reserves the right to exclude the child from attending the Nursery until fees are paid in full. A letter will be issued advising of this.

If a child is excluded from the nursery, the place may be offered to another child and it may not be possible for the excluded child to return to the nursery for the same sessions.

Payment For Late Collection

We understand that sometimes emergencies happen, so if you know you are going to be late picking up, please contact the school office as soon as possible. All parents/carers will be given a five minute grace period on late collection of their child. If your child has not been collected 5 minutes after a session has ended, the school reserves the right to levy a charge of £10.00.

Policy Agreed:

At the meeting of the Full Governing body on 8 September 2025

Review due in July 2026

Version Control

No.	Details of Changes	Date

Appendix 1**Current fees (for unfunded hours)**

Session	Start time	End Time	Fee (Non NEG)
Breakfast club (including food)	7.50am	8.50am	£5.50
Morning	8.50am	11.50am	£20.00
Lunch club (excluding food)	11.50am	12.20pm	£3.50
Afternoon	12.20pm	3.20pm	£20.00
Full day	8.50am	3.20pm	£41.50
Additional hours			£7.50ph
After school club (including food)	3.20pm	6.00pm	3.20pm – 4.30pm = £8.50 3.20pm – 6pm = £11.00 (sibling discounts available)

