

Barming Pre-School and Primary School and the Orchard Academy Trust



Pre-School Charging Policy 2026-27

Headteacher: Mr C Laker
Chair of Governing Body: Rev W North

Date Policy Adopted:	March 2026 Trust Approved: Wednesday 18th March 2026
Policy Review Date:	March 2027
Signature of Headteacher:	Mr C Laker
Signature of the Chair of Governors:	Rev W North
Policy Author:	Name: Mrs A Crittenden
Responsibility:	Executive Headteacher
Governor:	Wil North

Charging Policy

Statement of Intent

To inform prospective and current parents/carers and service users about charges that may be made.

Fees

We accommodate the full range of funding options for children from the age of 2 including [Free For Two](#), [Working Parent Eligibility](#) and Universal Eligibility from the age of three. You can also pay for sessions.

Session	Times	Hours	Cost Funded	Non-funded
Morning	8.35am – 11.35am	3 hrs	Free	£20
Lunch break	11.35 am – 12.20pm	45 mins	£5	£5
Afternoon*	12.20pm - 3.20pm	3 hrs	Free	£20

*If your child attends for a full day you may opt to send your child for the funded 6 hours only. We charge £5 for the middle part of the day to cover the cost of staffing, which brings the day in line with the rest of the school but also ensures we can set up properly between the morning and afternoon sessions.

Should you wish to only send your child for the 6 funded hours, you will not be charged the additional £5 for the middle part of the day but your child will finish pre-school **early at 2.35pm**. You must provide a packed lunch regardless, if your child is staying all day.

If you require a 6 hour day please indicate this at the point of admission. Please note that if you opt for a 6 hour day we may not be able to increase this during the year as the sessions will be allocated to other children.

Fees will be charged for all additional sessions booked and agreed with the Pre-School.

Fees will be charged for sessions even when a child is absent through sickness or holidays and will be made for sessions when the pre-school is unable to open short term (no more than a calendar month) due to circumstances beyond our control (e.g. extreme weather, flooding etc.) This is because the overheads of the pre-school such as staffing still must be covered.

Should the pre-school be forced to close for an extended period due to circumstances beyond their control (more than a calendar month) then the Trustees will use their discretion regarding fee payment during this period of closure.

Late Collection

If parents are unable to collect their child on time, they must telephone the pre-school to let us know what the situation is and when their child is likely to be collected.

If parents are collecting their child, the late collection will be recorded by staff and parents will be asked to sign.

For late collection parents will be charged as follows:

- £5 for each five minutes until the child is collected.

All late collections will be charged at the above rate and will apply throughout the child's time at pre-school.

In the event of parents/carers repeatedly collecting their child late they will be asked by the pre-school to review their collection arrangements.

Consumables

We ask parents/carers to provide consumables such as Nappies, Wipes, Creams and Nappy bags. Within our invoicing we do have the optional charge of £1.50 per week towards snack consumables if you wish to contribute.

Services

Charges for additional services such as trips will be agreed in advance with families.

Review of Fees

Fee charges will be reviewed annually and at other times should circumstances make this necessary. A half term's notice will be given of any increase in fees allowing families the opportunity to discuss their options with the Pre-School Manager.

Invoicing

Parents/carers will receive an invoice each term (6 times a year) detailing the services they are being charged over and above the funded weekly entitlement. This will be issued 2 weeks before the end of the previous term.

Late Payment Fee

If payment has not been received within 14 days of the payment due date a reminder will be sent and a 10% late payment fee for the whole invoice will be incurred. Your child's place may be put on hold until payment is received.

If parents/carers are experiencing financial difficulties:

- In the first instance parents/carers should discuss alternative options with the Finance Team.
- We can also signpost parents/carers towards agencies who could offer support i.e. with benefit difficulties, debt management and financial advice.

Organisations who can offer free financial advice:

National Debt Line

www.nationaldebtl ine.co.uk

0808 808 400

Citizens Advice Bureau

www.citizensadvice.org.uk

Working Tax Credit

www.inlandrevenue.gov.uk

Helpline: 0845 300 3900

Failure to pay childcare fees

If a parent/carer fails to pay their childcare fees and we cannot contact them verbally to discuss the matter, a letter will be sent requesting payment within two weeks or for contact to be made to discuss the matter urgently.

Failure to contact Barming Pre-School would result in further action being taken.

Barming Pre-School reserves the right to withdraw your child's place, and proceedings will begin to enable the collection of debt. Barming Pre-School reserves the right to appoint a debt collection agency or to pursue the debt through a small claims court. Any legal fees incurred by Barming Pre-School during this process could also be added to the total outstanding.

Terms and Conditions

A contract between the parent/carer and the pre-school will be issued to the parent/carer before their child starts. The parent/carer will sign and date this document to confirm they have read and accept the terms and conditions.

Support for Childcare Costs

Parents/carers may be able to access a range of tax benefits and grants to support childcare costs. Parents/carers can enquire at the preschooladmin@barming.kent.sch.uk for further details.

Our charging policy is issued to all families as part of the registration process. It is also available on our website, or a hard copy can be requested.