



Nursery Fee Payment Policy



In order to run a high quality childcare setting at Framwellgate Moor Primary School, it is essential that fees are paid on time. Childcare fees are invoiced monthly and must be paid by the last day of the month prior to sessions being taken, via parent pay, unless other arrangements have been made with the Head Teacher.

Childcare should be paid for in advance to secure the child's place and allow for staff planning in accordance with OFSTED regulations.

Any account falling into arrears will trigger the following procedure:

If an account falls into arrears a reminder invoice will be issued to bring account up to date within seven days.

If this fails a letter will be issued informing that if account is not paid in full by month ending the account arrears will be passed to a Debt Collection Agency and the child will be unable to attend nursery.

Any child leaving the setting with outstanding fees will trigger the following procedure:

In order to give a last opportunity to settle an account the parent / carer will be informed of the date that information will be passed to the Debt Collection Agency.

If the account is not settled it is out the hands of Framwellgate Moor Primary, and all payment plus any additional charges by the debt collection agency will have to be paid to them.