



St Gabriel's Catholic Primary School

Pre-School Charging and Remission Policy

Mission Statement

'Nurturing Hearts and Minds'

God's love is at the heart of all that we do at St Gabriel's Catholic Primary School.

Hearts and Minds are nurtured in a stimulating and safe environment. We believe that every child is unique and we nurture each child through a creative and rounded curriculum to reach their full potential. Talents are celebrated and differences are respected within a strong, supportive Catholic community.

At St Gabriel's, children learn to love, respect and care for each other and God's entire world. Our school is a place where children are filled with a love of life and learning.

St Gabriel's Pre-School - Charging and Remissions Policy

1. Introduction

This policy outlines the approach St Gabriel's Pre-School takes in relation to charging for childcare sessions and additional contributions.

This policy applies to all families accessing childcare services at St Gabriel's Pre-School including those who receive government-funded early education and those paying for sessions privately.

2. Charging Structure

Our school day runs from 8:30am-3:00pm.

Session Fees (for unfunded sessions):

- Morning Session (8:30am – 11:30am): £20
- Afternoon Session (11:30am – 2:30pm): £20
- Additional Care Session (2:30pm – 3:00pm): £3

Funded Hours:

Children eligible for government-funded hours may use up to 6 hours per day to cover both the morning (3 hours) and afternoon (3 hours) sessions (8:30am – 2:30pm). The additional 30-minute care session (2:30pm – 3:00pm) is not covered by funded hours and will be charged at £3.

Please visit <https://www.beststartinlife.gov.uk/> to explore your options with regards to funded hours and tax-free childcare payments.

Extra Fees:

We request a voluntary contribution of £1.50 per funded session to help support the cost of snacks, premium resources, stay and plays, consumables such as suncream, wipes etc and enrichment activities throughout the year.

Extra chargeable activities:

- Tuesday ASM PE charged at £3.50 per session
- Thursday Rhythm Time charged at £3.50 per session

Hot Dinners are charged at £3.30 per day or your child can bring a packed lunch.

Registration Fee:

£50 is charged when you enrol your child for a place at St Gabriel's Pre-School. Please note this can be refunded after the first term the child has attended or you can choose for it to be given as a donation to the Pre-School. (We purchase book bags, drawstring bags and provide additional stay and play settling in sessions which are not charged therefore this money goes towards funding this.)

Opting out – You can opt out of activities such as Rhythm Time and ASM but please be aware if enough families opt out, these activities will unfortunately have to be cancelled. You can also opt out of the additional voluntary contribution but please be aware you will have to provide a snack, consumables such as suncream and other items your child may need. Please speak to us about this for further information.

3. Invoicing and Payment

- Invoices are issued monthly, 10 days before the due date, which is the 1st of each month.
- Payment is expected in full by the 1st of each month.
- Please contact the pre-school if you anticipate difficulty meeting a payment deadline.
- If you are paying through your childcare government account please search for 'St Gabriel's Catholic Primary School' and set up your payment.
- If you are paying BACS please see bank details on the bottom of your invoice, please always put your child's full name as the payment reference.
- Please note if your child is absent for any reason, you will still be charged as usual.

4. Late Payments

- A reminder will be sent if payment is not received by the due date.
- If payment is still not received a late fee will be applied.

5. Remissions and Support

- While we do not offer fee remissions, we aim to support families experiencing financial difficulty. Please contact the manager in confidence to discuss options.

6. School Closure

- If the school is to close under exceptional circumstances a refund for the payments charged for that day will be refunded, however please be aware the school will always strive to stay open in inclement weather.

7. Notice of Withdrawal

- If you wish to withdraw your child from St Gabriel's Pre-School, we require four weeks' written notice.
- During this notice period, you are required to pay four weeks' fees, regardless of whether your child attends.

8. Session Scheduling

Before your child starts, we will ask that you fill in a form for the allocation of sessions/days you wish your child to attend. Once your child has been enrolled into our system and you have filled in your FEEE declaration form these sessions will be booked in. If you wish to make any changes this will be subject to availability and may incur extra charges.

If you wish to change your child's days or increase/decrease their sessions please enquire for availability.

Sessions cannot be swapped for different days. However, if you need to swap a session/day due to unforeseen circumstances we will do our best to help arrange this.

9. Policy Review

This policy is reviewed annually or in response to significant changes in legislation or operational needs.

10. Contact

For any questions about this policy, invoices, or support, please contact: Jenny Cookson – Pre-School Manager preschool@stgabriels.cheshire.sch.uk 01270875770 (option 3)