



St Ives Infant School

Trenwith Burrows

St Ives

Cornwall

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17 September 2019

Dear Parent/Carer

Charging Policy

Please find attached our updated charging policy. Please pay particular attention to the section about payment for nursery sessions which are additional to the government funded 15 hours weekly.

From this week all nursery fees must be paid to the school office on Friday of each week, unfortunately credit cannot be extended. A receipt will be issued. If you prefer to pay in advance, this can be arranged too.

Yours sincerely

Mrs L Farrar
Headteacher

St Ives Infant School



Charging Policy

Agreed by Governors – September 2019

Breakages and damages to school building, furniture or property

Wilful damage to school buildings or property by a pupil may be charged to parents by the school.

Breakfast Club

Breakfast club costs are £3 per day to cover the cost of staff, food, all facilities and running costs. This amount is payable on the day. Where fees are outstanding for a week or more, we will be unable to offer a place for your child unless this is cleared. If there are extenuating circumstances please arrange to speak to the headteacher.

School offers this service to accommodate the needs of parents/carers e.g. work patterns

Nursery

Government funding is available. Additional sessions are available at a cost of £13 per session (e.g. morning 8.45 – 11.45 or afternoon 12.30 – 3.30). Children also have the opportunity to bring a packed lunch and stay for lunchtime (11.45 – 12.30), a charge of £2.00 is payable for the lunchtime session.

Cancellation – One terms notice will be required to cancel or change permanent booked sessions

Exceptions – no charge will be made if the school is closed

Payment of fees should be made every Friday via the school office. School is unable to offer credit.

Where one month's written notice is given, holidays will not be charged

All sessions will be charged whether used or not, this is because the space has been allocated to your child for those hours, limiting the number of children we can have during the session.