



**GODSHILL GRIFFINS**  
Godshill Primary School, School Road, Godshill,  
Isle of Wight, PO38 3HJ  
Ofsted URN: 118159  
Tel: (01983) 840246



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## Charging Agreement

Session Name	Session Times	Charge
Morning	08.50am - 11:50 am	£15.00
Lunchtime	12:00 noon - 12:50pm	£5.00
Afternoon	12.50 pm - 2.50pm	£10.00
All day	08.50am - 2.50pm	£30.00

Charges are £5 per hour.

Preschool is open *term-time only* and is closed on school development days.

### Funded Places

- Children are entitled to a funded place for 15 hours/week from the term after their 3<sup>rd</sup> birthday.
- We also offer some 30 hour funded places.

### Extended Hours

- Should you wish to extend your child's day, lunchtime places can be booked in advance.
- You can order a hot meal or a 'school packed lunch' from the school kitchen - please indicate on the Pre-School Sign-In Register if your child requires a meal from the kitchen. The cost is currently £2.05 per meal.
- Or, send your child in with a packed lunch from home. We ask that you provide a *healthy* packed lunch for your child, which includes ie. Sandwich. Please do not bring any nuts, sweets, glass bottles, chocolate or fizzy drinks.

### Additional Sessions and Costs

- If you would like to book extra sessions/days outside of your funded hours, these will be charged at £5/hr and will be allocated on a first come first served basis, subject to availability of spaces and adequate staffing levels. They must be arranged in advance.
- 48 hours' notice is required to cancel additional sessions, otherwise they will be charged.
- The cancellation of the 15 /30 hour free entitlement sessions can be made at any time.
- Parents will only be charged for sessions not covered by the child's funded entitlement and which is not being claimed for at any other provider.

### Notice of increase in fees

- If we increase prices, we will give notice of one month.

### Booking Sessions

- Please fill in our Booking Form and return to book funded/additional sessions.
- If you wish to make any changes to regular sessions please complete and return a new Booking Form (Please note: if changing funded hours you may be required to change funding form also).
- Two weeks' notice is required to change regular sessions.

## **Payment Terms**

- Additional Sessions which have been pre-booked, will be charged for *in advance* every half term.
- If your child attends further, un-booked sessions, these will be added to your School Money account and payable immediately.
- If outstanding payments have not been received within 15 days of the first chargeable session, the child's Additional (chargeable) Sessions at preschool will be terminated.

## **Payment Methods**

- Payments are due in **advance** either weekly/half termly or termly.
- The easiest way to pay is online through our 'SchoolMoney' payment service.
- A second payment option is via cheque or cash at the school office. Cheques should be made payable to Godshill Primary School IWC.
- We are able to accept childcare vouchers for chargeable sessions. Please see [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more details or speak to your employer about payment schemes where applicable (e.g. Local Authority) and inform us if you will be taking up this scheme.

## **Cancellation Policy/Illness**

- Once you have booked a paid session/day, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays. This also applies to Lunchtime.
- You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform preschool of any absence.

## **Collection Arrangements and Late Charges**

- Please always let the preschool staff know who will be collecting your child.
- We reserve the right to impose charges for late collection of children up to £4.00 for every 15 minutes, to cover the additional staff costs incurred.

## **Voluntary Contributions**

- These may be requested to cover the cost of some trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received.

## **Unavoidable Closure of School**

- Should school be closed for reasons beyond control, you will not be charged for the sessions affected.

## **Notice to Leave Period**

- We ask that parents give as much notice as possible, with the minimum being one month.
- Any payment that has been made for a place within your months' notice will not be refunded and further payment will be required to complete your commitment to the end of the month.

## **Late Payment Fees/Debt Collection Policy**

- In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions.
- Your child will still be able to attend any funded sessions that he or she is entitled to.
- Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.