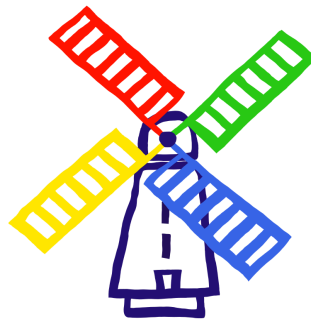




Pre-School Charges Policy

Unity
Trust
Courage
Curiosity
Respect
Kindness



A community for learning. Raising expectations. Fulfilling high standards.

Policy Revised: April 2026
Policy Review Date: September 2026
Headteacher: Mrs G Hillier
EYFS Lead: Mrs Beth Watson



Widmer End Community Combined School & Pre-School

Pre-School Charges Policy

Introduction

Widmer End Community Combined School & Pre-School is registered with Buckinghamshire Council to receive 15 hours of flexible free entitlement funding for children who are 3 and 4 years old. This means that any child attending Pre-School from the term after their 3rd birthday will be eligible for government funding. This funding is available for your child until they commence full-time primary education.

If your child is entitled to 2 year old funding, whether this be 'disadvantaged' or 'working parent' they will be eligible to receive this, the term after their 2nd birthday (see below for the criteria required for the two year old funding).

Additionally, our Pre-School offers non-funded spaces to children who are 2, 3 and 4 years old on a fee-paying basis. This depends on how many sessions are available after firstly admitting our funded children.

Eligibility for funding

The dates determining eligibility of a child for funded sessions are set out by the Government. They are:

A child born on or between	Will become eligible for a free place from
1st April and 31st August	1st September following their 3rd birthday
1st September and 31st December	1st January following their 3rd birthday
1st January and 31st March	1st April following their 3rd birthday

No child may claim more than 15/30 hours in any week, even if they are attending multiple child care settings. This also applies if the other setting is in another Authority. Please let us know if your child attends any other form of day care.

If your child is offered a funded place, you will be asked to complete a Parent Declaration Form and bring proof of your child's date of birth into Pre-school.

30 hours funding is means tested, please check here to see if you may be eligible:

[Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)



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Children who are eligible for 30 hours funding can attend the Pre-School full time Monday- Friday, or split the funding between us and other registered providers (Such as Nursery or Childminders etc.)

Fees for non-funded children

Additionally, our Pre-School offers non-funded spaces to children from the term after they turn 2 on a fee-paying basis. This depends on how many sessions are available on each day.

For these children we charge a fee per session, which is reviewed on an annual basis. Our fees are calculated for each term. An invoice will be provided to parents with all payment information including the date by which fees should be paid. Pre-School cannot run efficiently unless fees are paid promptly and debts may not be carried over from one term to the next.

Current fees (from September 2025)

Our current fees for non-funded children or children who are invoiced for hours over their funded entitlement are £7 an hour.

If you are having difficulty in meeting the payments, please do not feel that you have to remove your child from Pre-School. Simply contact either the School Office or our EYFS Lead, Mrs Watson, who will talk you through payment options. All information will be kept strictly confidential.

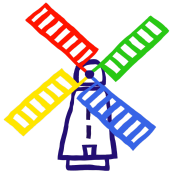
If there is no contact regarding the payment of fee monies, our arrears procedure will be used. Please see below for details on this procedure.

Consumables charge

Starting from 14th April 2026, a £1 consumables charge for each day that your child attends Pre-School will be invoiced termly. This charge will help us continue to provide the everyday resources and hygiene items that are essential to your child's care, comfort, and learning experience.

The £1 daily charge contributes towards the cost of the following items:

- Snack provided during the morning
- Wet wipes used after messy play, at lunchtime, and when needed during toileting
- Blue disposable gloves used for changing and toileting
- Nappy bags used for wet or soiled clothing



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The charge will be payable via Parent Pay and will be invoiced alongside your child's termly invoice and will be clearly itemised so you can see this charge separately.

As costs for these essential items continue to rise, this contribution will help us maintain the high standards of care, cleanliness, and safety that we aim to provide for all children.

Arrears procedure

If payment is not received by the date stated on the invoice, a reminder will be sent.

If after a further 7 days we still have not received payment, the Senior Leadership Team and Governing Board will consider each case and may recommend that the number of sessions that the child attends be reduced to a more manageable amount, or that the child be removed until the arrears are cleared.

If we still do not receive any payment, the Pre-School may approach the Small Claims Court in order that our monies are recovered. We hold the right to cease a childcare agreement at any time if no payment has been made.

Removal from Pre-School

If you wish to remove your child from the Pre-School or change their hours of attendance, then you must give at least **four weeks' written notice** (term time only) as we have to consider staffing which is set out at the beginning of each term.