



**Challenge**  
**Achieve**  
**Respect**  
**Enjoy**

**Godshill Primary School**  
**Early Years Foundation Stage – EYFS**

[griffins.preschool@godshillprimary.co.uk](mailto:griffins.preschool@godshillprimary.co.uk)

Nursery lead: Marie Seaman

EYFS lead: Polly Smith

EYFS admin: Leigh Mannix

**Address:** Godshill Primary School, School Road, Godshill, Isle Wight PO38 3HJ **Ofsted URN:** 118159

**Telephone:** (01983) 840246 (Option 3)

**School email:** [office@godshillprimary.co.uk](mailto:office@godshillprimary.co.uk) **Nursery email:** [griffins.preschool@godshillprimary.co.uk](mailto:griffins.preschool@godshillprimary.co.uk)

**Website:** [www.godshillprimaryschool.co.uk](http://www.godshillprimaryschool.co.uk)

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## Charging Agreement Policy

Session Name	Session Times	Charge
Morning	08.30am - 08.50am	£1.00
Morning	08.50am - 11.50am	£15.00
Lunchtime	12.00 noon - 12.50pm	£5.00
Afternoon	12.50pm - 2.50pm	£10.00
All day	08.50am - 2.50pm	£30.00

Charges are £5.00 per hour.

Pre-school is open **term time only** and is closed on **Bank Holidays and school development days**.

### Additional Sessions and Costs

- If you would like to book extra sessions/days outside of your funded hours, these will be charged at £5.00 per hour and must be booked 48 hours in advance.
- If your booked day falls on a bank holiday or development day, sessions cannot be swapped unless they have been pre-arranged with the room lead (Marie).
- Children cannot be dropped at the setting without a prior arrangement put in place, otherwise you will be charged. We have to adhere to strict staff ratios within the setting.
- **48 hours' notice** is required to either cancel or request additional sessions
- The cancellation of the 15/30 hour free entitlement sessions can be made at any time.



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- 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.

### 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.
- We also offer 2yr old funded/non funded places.

### Extended Hours

- Should you wish to extend your child's day, lunchtime and afternoon places can be booked in advance.
- You can order a hot meal, or a "school packed lunch" - please let the staff know if your child requires a meal from the kitchen. **The cost is currently £2.92 per meal (2024)**
- Alternatively, you can 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 nut products, sweets, glass bottles, chocolate or fizzy drinks.

### Notice of Increase in Fees

- If we increase prices, we will give one months' notice.

### Booking Sessions

- Please fill our Booking Form and return to book funded/additional sessions, this can be found on our website, or ask the staff for a paper copy.



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- If you wish to make any changes to regular sessions please complete and return a new booking form.
- Two weeks' notice is required to change regular sessions.

### Payment Terms

- Additional sessions which have been pre-booked, will be charged for.
- 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 sessions, **the child's additional hours only** at pre-school 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 'School Money' payment service at [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk)
- We are able to accept childcare vouchers for chargeable sessions. Please see [www.childcarechoices.co.uk](http://www.childcarechoices.co.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.

### Late Payment Fees/Debt Collection Policy

- In cases where payment is late, or exceeds **£60** (equivalent to 2 days) without prior arrangement, your child's place will be terminated for chargeable sessions.
- Your child will still be able to attend any funded sessions the he, or she is entitled to.



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- Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

### **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 (Option 3) to inform us of any absence.

### **Collection Arrangements and Late Charges**

- Please always let the staff know who will be collecting your child.
- We reserve the right to impose charges for late collection of children up to £5.00 for every 15 minutes, this is to cover the additional staff costs incurred.

### **Voluntary Contributions**

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

### **Unavoidable Closure of School**

- Should the school be closed for reasons beyond our 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.



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- 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.