



**Sea Mills Primary School**  
*ASPIRE BELIEVE SUCCEED*

**Policy for 3 & 4 Year Old Paid places**

1. Should you wish to take up a fee paying place within our 3 and 4 year old early education environment, you will be required to initially complete our application form.  
Please note: Parents/Carers of 3 and 4 year olds are entitled to some free childcare; this policy is intended for the provision of childcare in excess of the free entitlement and it is the Parent/Carer's responsibility to ensure that any free entitlement has been utilised.
2. Sessions cost £20.00 per session and are offered on a term time only basis. Session times are;

Monday, Tuesday, Thursday & Friday;

9.00am to 12.00pm and

12.00pm to 3.00pm, or

All day 9.00am to 3.00pm (equivalent to x2 sessions, therefore £40.00)

Wednesday Only (unless 30 Hours);

8.45am to 11.45am and

12.15pm to 3.15pm

If your child is staying for a full day session please either bring a packed lunch for your child, or alternatively please let the staff know if you would like a cook lunch to be provided by the school, which must be paid for at the time of requesting (currently £2.15 per lunch for Nursery children)

3. Invoices will be produced on a monthly basis, by the 19<sup>th</sup> of the preceeding month to which it relates and full payment of the invoice must be made by the 1<sup>st</sup> of the month to which it relates (please see the table below for confirmation);

Monthly sessions for...	Invoice produced by...	Payment due by...
September	19 <sup>th</sup> August	1 <sup>st</sup> September
October	19 <sup>th</sup> September	1 <sup>st</sup> October
November	19 <sup>th</sup> October	1 <sup>st</sup> November
December	19 <sup>th</sup> November	1 <sup>st</sup> December
January	19 <sup>th</sup> December	1 <sup>st</sup> January
February	19 <sup>th</sup> January	1 <sup>st</sup> February
March	19 <sup>th</sup> February	1 <sup>st</sup> March
April	19 <sup>th</sup> March	1 <sup>st</sup> April
May	19 <sup>th</sup> April	1 <sup>st</sup> May
June	19 <sup>th</sup> May	1 <sup>st</sup> June
July	19 <sup>th</sup> June	1 <sup>st</sup> July

When the dates in the table above fall on a weekend, the date will revert to the next working day.





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If you do not clear the monthly invoice as outlined above, we reserve the right to withdraw your child's place. We would not wish to put you in to financial difficulties through establishing arrears in respect of monthly daycare invoices, therefore if you are unable to clear your invoice, please speak to us immediately.

4. Payment of the invoices can be made via online transfer, by BACS, via your childcare voucher provider, or via your Tax Free Childcare Account. Payments made online, by BACS or via childcare voucher provider must quote the invoice number for which the payment is being made. Please ensure no payments are issued via these electronic methods without your invoice number being stated. **Failure to do so will delay receipt of the funds and may result in them being returned.**

Bank details for electronic payments/vouchers are;

Sort Code : 56-00-05 (Nat West, Corn Street, Bristol)

Account Number : 22383344

Account Name : Bristol City Council Schools General Account

Your Payment Reference : **Invoice Number for which the payment relates**

Should you wish to pay via childcare voucher, we kindly request confirmation of which childcare voucher provider you are using to ensure we are registered with them.

If you wish to pay by Tax Free Childcare Account, when payments are released they have their own specific payment reference that is unique to your child and cannot be amended. I would therefore ask you to confirm what your unique reference is and when a payment has been made in order that we can track its receipt and advise Bristol City Council to allocate it accordingly upon receipt. The reference will be made up by the first letter of your child's Christian name, the first 3 letters of their surname, followed by 5 digits, e.g. JBLO12345. This reference will remain the same every time you release a payment from your Tax Free Childcare Account.

5. We kindly request that you arrive shortly prior to the end of your child's session in order that a full handover can be undertaken with your child's key person. Please note, if you are 5 minutes late collecting your child, you will be required to sign the late collection register. Furthermore you will also incur a £5.00 late collection fee. This will increase by £5.00 for every 5 minutes thereafter, until your child is collected. Any late collection charges will be added to your next monthly invoice. Failure to pay will lead to further action being taken.
6. Any increase in the hourly rate we charge will be notified at least 6 weeks in advance of the increase taking effect.
7. Sessions cannot be swapped with other children.
8. Session charges will still apply during periods of absence through sickness and personal holidays. Sessions are not charged during periods of closure of the School (during school holidays and 5 inset days per academic year).





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9. If we are unfortunately unable to accommodate any further intake at the point of your enquiry/request, due to maximum capacity being reached, we operate a waiting list whose eligibility criteria reflect the following order of priority;

- a) Children who are entitled to 3 Year Old Early Years Free Educational Entitlement.
- b) All other 3 year olds on a first come, first served basis.

When a space becomes available, we will contact you to offer you the next available place and if you wish to not take up the offer at that time, we will make the offering to the next in line on the waiting list, at which point you will be removed from the list.

10. We require 1 months' written notice of intention to cease your child's sessions. Please note all sessions due up to and including the leaving date advised in your written notice of cessation will still be due for payment.

11. We provide fruit and milk (cow's milk) during each session. A school lunch can be purchased separately or you can provide a packed lunch.

**PRINT NAME (Parent/Carer):**.....

**SIGNED (Parent/Carer):** .....

**DATE:**