



Sea Mills Primary School

Be Kind, Be Brave, Be your best

Head Teacher – Mr. Andrew Kinnear

Policy for 2 Year Old Paid places

1. Should you wish to take up a fee paying place within our 2 year old Nursery, you will be required to initially complete our Admissions Application Form.
2. Sessions cost £26.00 per session and are offered on a Term Time Only basis. You can request morning, afternoon or all day sessions and Sea Mills Primary School requires a minimum of 3 sessions per week. Our session time choices are as follows;

AM (Morning sessions) : 9.00am to 12.00pm

PM (Afternoon sessions) : 12.00pm to 3.00pm

ALL DAY : 9.00am to 3.00pm (equivalent to x2 sessions, therefore £52.00) **

** If you would like to choose the 'All Day' session (9.00am to 3.00pm) you will be expected to provide your child with a packed lunch on that/those/day(s).

3. Invoices will be produced on a monthly basis, by the 19th of the preceeding month to which it relates and full payment of the invoice must be made by the 1st 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 th August	1 st September
October	19 th September	1 st October
November	19 th October	1 st November
December	19 th November	1 st December
January	19 th December	1 st January
February	19 th January	1 st February
March	19 th February	1 st March
April	19 th March	1 st April
May	19 th April	1 st May
June	19 th May	1 st June
July	19 th June	1 st July

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

If you do not clear the monthly invoice as outlined above, we reserve the right to withdraw your child's place in the 2 year old Nursery. You will still be required to clear all outstanding arrears. We would not wish to put you in to financial difficulties through establishing arrears in respect of monthly Nursery 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, by childcare voucher or via your Tax Free Childcare Account*. When making payments online, by BACS or via childcare voucher, you must ensure you quote the invoice number for which the payment is being made, as the 'Payment Reference'. Please ensure no payments are issued via these electronic methods without quoting the relevant invoice number to which it relates.
Failure to do so will delay receipt of the funds and may result in them being returned.



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***When paying by Tax Free Childcare Account these payments contain their own unique payment reference which is advised to you by HMRC when you make the payment. This reference will not change and is made up of your child's first initial followed by the first 3 letters of their surname, followed by 5 numerical digits and the ending '..TFC'. So for example, Joe Bloggs would be along the lines of JBLO12345TFC. It is very important you let us know what your payment reference is, but also when you have made each payment in order that the funds can be traced and allocated to your invoice accordingly.**

Bank details for electronic payments/vouchers/Tax Free Childcare Account payments are;
Sort Code : 56-00-05 (Nat West, Corn Street, Bristol)

Account Number : 22383344

Account Name : Bristol City Council Schools General Account

Payment Reference : **Your invoice number (or when making Tax Free Childcare Account payments, your own unique reference number as outlined above)**

Should you wish to pay via childcare voucher, we kindly request confirmation of which childcare voucher provider you are using to ensure we have their details on file.

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. If children are picked up later than 5 minutes after their session time ends (e.g. 5 minutes after 12.00pm for the morning sessions and after 3.00pm for the afternoon sessions, or after 3.00pm if attending all day), parents will be charged £5.00 and then £5.00 for every 5 minutes thereafter. Any late charges will be added to your next monthly invoice. Failure to pay will lead to further action being taken.
6. Any increase in the session 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).
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 2 Year Old Early Years Free Educational Entitlement.
 - b) All other 2 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, snack and milk (cow's milk) during each session.



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CHILD'S NAME :

2 YEAR OLD SESSIONS REQUIRED :

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00am to 12.00pm (AM)					
12.00pm to 3.00pm (PM)					
9.00am to 3.00pm (all day)					

TO START FROM :

PARENT/CARER'S NAME :

PARENT/CARER'S SIGNATURE :

DATE :