



Eling Infant School And Nursery



Extended Day and Nursery Payment Policy 2025

PENGUINS

Arrangements to pay for Before/After School Club sessions can be made in the following ways:-

- Pay as you go (PAYG)
- Monthly by prior agreement

Payments are accepted by (in order of preference)

- Online payments system (via credit or debit card)
- Workplace childcare vouchers or government tax free childcare account
- Cheque (payable to Eling Infant School)

Payment of Bills

- Bills are issued in advance to parents/carers, via email (wherever possible), before the last week of the month for those with a credit agreement (monthly regular sessions) with the school requesting full settlement of the bill before the 1st day of the following month.
- For those without a credit agreement a credit balance is required on the child's account before booking any sessions.
- If payment is not received during the agreed time a further reminder will be sent giving an additional two days to settle the account in full. Parents/carers will be advised that if the account is not settled then their child(ren) will not be able to attend club until it is clear.
- If payment is still not received a final reminder will be sent advising that their child(ren) will not be able to attend club until payment has been received and to invite them to meet with the Headteacher.
- If after 1 month, payment of the money owed is not received, or there is a breach of the arrangements made, we will refer the case to Hampshire County Council legal department which may lead to the case being heard at County Court.

All parents/carers sign a terms and conditions document explaining the payment options and have to agree to the above conditions.

AFTER SCHOOL ACTIVITIES

The school runs a number of after school activities which are paid for in advance.

Payments are accepted by (in order of preference)

- Online payments system (via credit or debit card)
- Workplace childcare vouchers or government tax free childcare account
- Cheque (payable to Eling Infant School)



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Payment of Bills

- The after school activities are run in ½ termly cycles
- Parents/Carers are contacted to confirm their child wishes to attend the activity at least 3 weeks before the end of the previous term
- Parents/carers need to confirm their space and then charges will be allocated to their child's online account.
- Payment should be made by one of the above methods by the time stipulated.
- If payment is not received a reminder will be sent.
- If payment is not received by the start of term the child will not be allowed to attend and the space in the activity will be released to the next child on the waiting list.

NURSERY

Arrangements to pay for Nursery sessions can be made in the following ways:-

- Government funding (up 15 hours or 30 hours for those eligible 2, 3 and 4 year olds)
- Parent/Carer payment
- Mixture of the above

Parent/Carer payments are accepted by (in order of preference)

- Online payments system (via credit or debit card)
- Workplace childcare vouchers or government tax free childcare account
- Cheque (payable to Eling Infant School)

Payment of Bills

- Bills are issued in a minimum of 2 weeks before the end of term for the following ½ term.
- All parent/carers receive an email directing them to Arbor to review the hours and costs for the coming ½ term
- Payment (if applicable) is required in full before the start of the new term.
- If payment is not received a reminder will be sent and a late payment fee of £25 added to the account
- If payment is still not received the parent/carers will be invited to meet with the Head Teacher
- If after 1 month, payment of the money owed is not received, or there is a breach of the arrangements made, we will refer the case to Hampshire County Council legal department which may lead to the case being heard at County Court.

All parents/carers sign a terms and conditions document explaining the payment options and have to agree to the above conditions.

Responsible: Trina Sillence Headteacher
Date Agreed by Governing Body:
Date Reviewed: March 2025