



Comper Nursery School

Fee & Fee Arrears Policy

2024-2025

Updated: January 2024

Review: January 2025

**Signed
CoG**

Date: Jan 2024

Print CoG Suzy Dixon

Date: Jan 2024

Signed HT

Date: Jan 2024

Print HT CATHERINE KING

Date: Jan 2024



www.comper.org.uk
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Headteacher: Catherine King



How we will invoice you:

We invoice half termly, in the final week of each half term, for all sessions booked both on a regular and ad hoc basis within that period.

All regular and ad hoc booked sessions are chargeable and we are unfortunately unable to waive fees for any sessions missed unless there is an exceptional circumstance. This must be discussed on an individual basis with the Headteacher.

All fees for daycare, nursery and After School Club sessions must be paid within 14 days of receipt of your invoice.

Lunch fees are also invoiced in the same way and payment is required within 14 days of receipt of your invoice.

How to pay:

Fees may be paid in the following ways

- Via BACS
Lloyds Bank account: **OCC-Comper Foundation Stage School**
Bank Account no: **00677405**
Sort Code: **30-00-02**
- Via Employer Childcare Voucher Schemes
- Via Tax-Free Childcare Government Scheme

You may be entitled to free childcare or help towards your childcare costs provided by the Government. The following websites may be helpful:

www.gov.uk/working-tax-credit

<https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

<https://www.gov.uk/tax-free-childcare>

<https://www.gov.uk/guidance/universal-credit-childcare-costs>

<https://www.childcarechoices.gov.uk/>

Please contact the school office who may be able to provide you with further advice about your entitlement and what we can offer you.

How the fees are set:

- The fees that we charge cover the costs of caring for your child. They also cover such things as staff salaries, heating and lighting, snacks, educational and play equipment.
- Daycare/ Nursery are not profit making and any surpluses made will be reinvested back into the Daycare/ Nursery.

Changes to your childcare fees:

We review our childcare fees annually and we will give you at least one month's notice of any changes to our fees.

If you are having financial difficulties:

If you are having difficulty paying your fees you must contact the Comper office as soon as possible and we will do what we can to help. For example, we can arrange for you to pay in manageable instalments by setting up a payment plan. We may also be able to signpost you to other sources of advice or support.

Organisations that can give you free financial advice include:

Oxford Citizens Advice Bureau

<https://www.citizensadvice.org.uk/about-us/contact-us/local-citizens-advice/0014K000009ESX9QAO/>

National Debtline

0808 808 4000

<https://nationaldebtline.org/>

Oxfordshire Welfare Rights Barton Advice Centre

Barton Neighbourhood Centre

Underhill Circus

Headington, Oxford

01865 744165

<https://www.oxfordshirewelfarerights.com/>

Fee Arrears

If fees remain outstanding the following action will be taken:

1. If your fees are outstanding for more than 14 days, Comper will contact you by e-mail (1st reminder) to advise you of your outstanding fees. You shall be asked to make payment within 7 working days or to come and discuss the matter further.
2. If the matter is discussed further and an alternative payment plan agreed, Comper will make regular checks (according to the terms of the plan) to ensure that this is being followed and regular payments being made. Failure to stick to the payment plan will result in a 2nd and final reminder before legal action could be taken.
3. If, within 7 days after your first reminder, you fail to make your required payment or come in to discuss the matter, Comper shall send a second and final reminder giving you 7 working days' notice of termination of your child(ren)s place(s).
4. If after the 2nd and final reminder, the outstanding childcare fees have still not been paid then your child(ren)'s place(s) will be withdrawn, and your debt referred to the Oxfordshire County Council solicitors for appropriate action.

5. Re-admission to Daycare, Nursery or After School club, once outstanding fees have been paid, shall be subject to the admissions policy and to availability. We cannot hold a place open whilst waiting for fees to be paid.