Lambeth Nursery Schools' Federation
Acting Executive Headteacher: Luke Page
Chair of Governors: Marc Newall
Holmewood, Maytree, Triangle, Effra and Ethelred Nursery Schools
with Maytree, Tree House, Clapham Manor @ Triangle, Effra & Ethelred Children's Centres

Charging, Remissions & Debt Collection Policy

This policy has been agreed and adopted by the Governing Body.

Signed by Chair of Resources: Ben Fletcher **Date:** 13.10.2026

Policy review period 2 years:
Reviewed: Autumn 2026
Next review: Autumn 2028

Documents consulted/information sources/related documents:
- Model policies from other Lambeth schools
- Finance policy
- Lambeth Schools Financial Procedures Manual
- Lettings policy

Aim of this policy

This policy outlines charges we make for a variety of services we offer, goods we sell and provides information about the school fund. It includes details about charges, remittance and collection of monies. Please note that all charges listed below are subject to review at any time.

Charging

Breakfast and After School Club

Breakfast and After School Club can be booked in advance for a set number of days per week or alternatively can be booked on an ad hoc basis once a child has been registered for the provision. Bookings for after-school clubs must be made in advance wherever possible. We will endeavour to do our best to accommodate any last minute bookings but these will be dependent on staffing levels. There is a daily charge for both these clubs.

Breakfast club	From 8am (from 7:45am at Holmewood)	
2 year olds	£10	
3/4 year olds	£8	
After school club	Until 4:30pm	Until £5:45pm (until 6pm at Effra/Triangle)
2 year olds	£12	£22
3/4 year olds	£10	£18

There is also the option in some of our schools for children to pay for a late collection at 3:30pm. The charge for this is £5.

Payment is made by card, BACS, or cheque at the school office usually in advance. Payment for ad-hoc bookings will be made by the end of the week. If a parent does not cancel by 12 noon for ASC and the child does not attend, the parent will be charged for the session.

Top-up fees for additional hours to Nursery Education Fund (NEF) and Early Learning

Offer (ELO) funded provision during the core day (excluding breakfast and after school club sessions)
Nursery provision is free for the first 15 hours (part-time) or 30 hours (full time) for those eligible, thereafter sessions are chargeable on a "per session" basis (Top-Up). Sessions are booked in advance. Arrangements for booking and payment are detailed in the contract. See 'Contract for additional charged nursery sessions (Top up)'. Fees are based on government funded rates, and equate to £12.50 per hour for 3/4 year old children and £15 for 2 year old children. A 2 week deposit is made and parents/carers are invoiced in advance every month. Payments can be made by card, BACS, cheque, ParentPay or childcare vouchers (if applicable).

We offer a 10% discount on core day fees for siblings attending the school at the same time.

School sweatshirts and T-shirts (if applicable)
The charge for sweatshirts will be set by the Executive Headteacher but in principle will be broadly in line with costs to the school and are currently £9:00 for sweatshirts and £6:50 for T-shirts. Payment is made by card, BACS, cheque, at the school office at the point of sale.

School fund
School fund is a **voluntary** payment and supports a wide variety of activities including:

- educational visits to a wide variety of places including farms, theatres, parks, woods etc. School fund contributes to admission costs, transport expenses and packed lunches;
- visitors and performers to the school, for example, artists, dancers, storytellers, musicians, etc;
- resources for workshops.

All children are included in activities provided for by the fund, regardless of whether a contribution has or has not been made by a parent/carer. Information about school fund expenditure is included in the newsletter to parents. Parents are informed about the school fund on the home visit and by text reminders. Payments are made to the school office on a weekly, monthly or termly basis by card or cheque. Weekly contributions are as follows:

1 part-time child £1.00 per week
1 full-time child £2.00 per week

Persistently Late Collection Charges
If your child is collected after the end of the session, £5.00 will be charged for every 15 minutes after the end time. This is the minimum amount charged and you will be invoiced separately. Late arrival at the start of the session does not permit late collection at the end of the session.

If the child is collected earlier than the stated time, the full fee still applies.

Remissions

Where parents and carers are facing financial hardship, we will seek to offer support. Parents and carers will be signposted to relevant professionals and services that may be able to provide support and assistance

Parents and carers can apply for the remission of charges in part or in full. In the first instance, please speak with the Head of School. The Head of School will inform the Executive Headteacher and a decision will be made. All decisions must be reported to and ratified by the governing body. Proof of circumstance will be required.

Debt and Debt Recovery

The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

The school's debt recovery policy will observe the relevant financial regulations and guidance set out in the Lambeth Schools Financial Procedures Manual and any other legal requirements.

The school will not write-off any debt belonging to the Lambeth Council or another party. If in doubt as to the appropriate action to collect any such debts the school will seek advice promptly from officers of Lambeth Council. Procedures for writing-off debts are included in the school's Finance Policy.

Debt collection procedures

School staff are expected to follow the following procedures to secure the collection of all debts.

- Recording of goods or services supplied where payment is not received in advance or 'at the point of sale'.
- A record will be kept of all such supplies that details what was supplied, the value, the date(s) and the identity of the 'debtor', e.g. child, parent, hirer, etc.
- Where invoices are raised these should state the date by which payment is due.
- In all other cases correspondence with parents, etc. should indicate the maximum period that the school regards as reasonable before payment is overdue, e.g. payment for items purchased should be paid at the school office by, etc.

The following procedures will be followed when a debt starts to accumulate; individual agreements will be made to accommodate specific circumstances; admin staff will use their discretion and knowledge of individual families in the first instance and record any such arrangements. If these are not followed and office staff have any concerns they will immediately inform the Federation Business Manager (FBM) or Head of School to review what action to take.

Breakfast and After School Clubs

- Informal reminder issued when outstanding monies reach £24 as above. If the booking is ad-hoc no further bookings will be allowed until payment has been made. Admin staff will inform the Federation Business Manager (FBM) prior to any decision to withdraw the service.
- Reminder letter 1 - one week later as above. For parents who book regularly in advance no further bookings will be allowed following the issue of the letter, again Admin staff will inform the FBM prior to any decision to withdraw the service.
- Meeting with the FBM or Head of School two weeks later as above and issue of letter 2.

Top Up Fees

Procedure for parents who book regularly and have a good payment record.

- Informal reminder made after two weeks by the end of the week.
- Reminder letter 1 - one week following the informal reminder and the withdrawal of the service.
- Meeting with the FBM or Head of School two weeks later as above and issue of letter 2.

Procedure for parents who book on an ad-hoc basis.

- Informal reminder at the end of the week and no further bookings to be made until payment is received, again informing the FBM\Head of School prior to any decision to withdraw the service.
- Reminder letter 1 - one week following the informal reminder.
- Meeting with the FBM or Head of School as above.

Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced. It is therefore important that at least one, but preferably two, written reminders are sent. Details of all reminders, whether verbal or in writing, should be recorded. Where a letter is issued, a copy must be retained on file.

Holiday Fees

All payments are made in advance and therefore there will not be any debt.

Costs of debt recovery

Should a debt fail to be recouped, the school will reserve the right to take the debtor to the small claims court to reclaim the original debt together with any additional costs incurred in doing so. The court costs involved are a percentage of the debt owed. If this action is unsuccessful, the school may decide to proceed with a County Court Judgement (CCJ). Any costs associated with this will also be added to the debt.

SLT will decide whether to take this course of action taking all circumstances into account. The debtor will be formally advised that they will be required to pay these additional costs incurred by the school in recovering the debt.

Reporting of outstanding debt levels
The FBM will ensure that the level of outstanding debt is known and can be determined at any time.

The FBM will present a list of outstanding and written-off debts to the Resources Committee who will review this every term to determine whether this level is acceptable and whether action to recover debts is effective.

Staff Discount
The governing body has agreed that contracted staff working within the Federation will be entitled to a 20% discount on paid provision should they wish to place their child at one of the federation nursery schools. This applies to term time only additional hours and extended day provision.