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**Non-payment of fees**

In the event that a parent/carer fails to pay for sessions attended over and above those which are funded, All Saints Preschool reserves the right to refuse admission to any extra sessions until the amount outstanding is paid in full.

There is a consumables and extra services charge of either £60 or £100 per term, depending on the number of sessions attended.

Those accessing the universal 15 hours pay £60 per term.

Those accessing additional funded hours pay £100 per term.

If a family is in receipt of Early Years Pupil Premium (EYPP) or Funded Early Education for Two Year Olds (FEET), we will not invoice for consumables or extra services. Similarly, those who pay for sessions over and above 5 funded sessions will only be invoiced for consumables and additional services on those 5 funded sessions (£60)

If a family finds themselves in a difficult financial situation making it difficult for them to pay their invoice by the due date, they should in the first instance speak with the Manager or Deputy Manager in confidence. The Manager/Deputy will then liaise with the Chair of the Committee and come up with a plan that is acceptable to all.

If a child leaves the setting with monies outstanding, All Saints Preschool reserves the right to pursue this debt and will take legal advice on this.

March 2022

To be reviewed March 2023