Ivingswood Academy Nursery - Charging and Remissions Policy 2026-2027

All children are entitled to 15 hours free funding the term after they turn 3. There are also 2-year-old, and 30 hour funding options for those who qualify. To check your eligibility for funding please apply via this link. https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/

Children who are not in receipt of 30 hours funding, or are using their allocated hours funding at another setting, are subject to our charges for the sessions that are booked with us. These fees are charged for hours taken over and above the child's funded hour allocation.

Morning Session 8.45am-11.45am Afternoon session 11.45am – 2.45pm
Optional extra session from 2.45-3.15pm (to coincide with the end of the school day) is available, payable a term in advance at £5 per day.

Additional hours may be available to you these will be charged at £8 per hour for children aged 2 and £6 an hour for those aged 3 or 4. These will be the fees for the term your child is that age and can change during the academic year. For further information, please speak with the Nursery Manager.

The days allocated for your child are fixed for the term. We are unable to give refunds for days lost through sickness, holiday, school closure due to severe weather, your child reducing their allocated sessions or leaving the setting without giving a half terms notice.

We expect all children to be collected on time. Late collection and drop-off is a distraction to the other children. A £5 charge may also be charged in the event of a child being collected late from a session, without prior notice to the school office, or if it is a regular occurrence.

Charges are reviewed annually, and parents/carers will be notified in writing of any changes.

Invoicing:
Invoices are sent 2 weeks prior to the term starting and will detail the funded and chargeable sessions allocated to your child. Fees are always payable in advance and by the date stated on the invoice before the beginning of every term, for the whole term. Places are not confirmed until payment is received. Refunds will not be made, nor alternative sessions offered, to any child unable to attend due to illness or holidays taken during the term time.

Payment:
Payment is by BACS, please always use your child's name as a reference.
If requested, fees can be paid in instalments to spread the cost. If you are facing difficulty in making payments, please arrange to speak to the Nursery Manger, to discuss any concerns you have and the possibility of putting a payment plan in place.

Late Payment:
If payment has not been received by the date stated on the Invoice, a reminder letter will be sent to parents/carers. Payment will be expected within 2 working days of receiving the reminder. Failure to pay fees will result in the non- funded sessions being removed, and at this stage your child's extra sessions will not be guaranteed and could be filled by another child.

Head of School
Claire Flynn

Telephone:
+44 (0) 1494 783 070

Ivingswood Academy
Greenway
Chesham
Buckinghamshire
HP5 2BY

Email:
Office@ivingswoodacademy.org

Website:
www.ivingswoodacademy.org

Kings Education Trust