



Nursery Fees & Additional Information

(With effect from Autumn Term 2022)

Registration & Deposit

- Deposit £150

The offer of a place is secured by a completed registration form and the associated deposit. The retaining deposit is non-refundable if a place is subsequently not taken up; the deposit is retained until the child has left the school.

Session Fees

Morning session	8.30 am – 11.30 am	£28.15
Morning session (lunch incl.)	8.30 am – 12.30 pm	£38.95
Afternoon session	12.30 pm – 3.30 pm	£22.70
Full day (lunch incl.)	8.30 am – 3.30 pm	£55.00
Extended day (lunch incl.)	7.30 am – 6.00 pm	£77.35
Wraparound care – AM (Breakfast incl.)	7.30 am – 8.30 am	£7.15
Wraparound care – PM (Dinner incl.)	3.30 pm – 6.00 pm	£15.20

Please note that all School Fees are charged *in advance*: all additional sessions or extras are charged *in arrears*.

Discounts

For those pupils attending 50 weeks per year, the following discounts apply: A *5% discount* will be applied if a child attends 8.30 am – 3.30 pm, full time (5 full days) if not in receipt of EYFE funding. A *10% discount* will be applied if a child attends 7.30 am to 6.00 pm full time (5 full days) if not in receipt of EYFE funding.

A *10% discount* is applied to the third and subsequent children from the same family attending the School at the same time.

Early Years Funding

Lingfield College Nursery is a registered setting for Early Years Funding Entitlement. If your child is eligible, funding is available for up to 15 free hours per week under the Early Years Free Entitlement Scheme; these hours must be taken between 12.30 pm – 3.30 pm and are subject to availability. The rate of this award is set by Surrey County Council and is subject to change. Reception pupils currently benefit from the EYE funding until the term after they are 5 years old.

EYFY Sessions

Afternoon session	12.30pm – 3.30pm	Free
Full day (lunch incl.)	8.30am – 3.30pm	£38.95
Extended day (lunch incl.)	7.30am – 6.00pm	£61.30

Nursery Payment Terms

Fees are calculated each term based on pre-agreed requirements and charged a term in advance. Any additional sessions are charged in arrears on the next term's bill. Please note that all sessions booked must be paid for, regardless of whether the child attends. Unfortunately, refunds cannot be given for sessions missed due to sickness or holidays

Payment Options

- Payment in full on the first day of term by Direct Debit
- Payment by 3 x instalments across each term by Direct Debit
- Payment by 12 x monthly instalments using the School Fee Plan with *Premium Credit*

Alternatively, we accept payments by bank transfer.

Account Name: Lingfield College

Bank: Lloyds Bank

Sortcode: 30-92-92

Account Number: 00923420

IBAN No: GB33LOYD30929200923420

Please ensure that you add your child's surname and initial as the reference.

Please note that no other payment terms are accepted unless agreed in advance with the Head of Finance and Resources.

Notice

Six weeks' notice is required if a Nursery pupil is withdrawn from the School or a full term's fees become payable in lieu of that notice.

Support

The school monitors the progress of children carefully. Parents may be contacted to agree on targets if your child is referred for extra SEND support (Special Educational Needs).

Insurance

The school carries a comprehensive portfolio of general insurances. However, through the 'School Fees Protection Scheme', parents can insure for the recovery of fees during a pupil's absence due to sickness. There is also insurance to provide for the continuing payment of fees due to the death of the principal breadwinner in the family. Details of these supplementary insurances can be obtained from the Head of Finance & Resources. Parents should note that the school does not carry insurance for pupils' possessions, including clothing, whilst they are at school.

Late Collection Charge

If you do not collect your child from the Nursery by the end of the day, and no contact has been made to inform us of alternative arrangements for collection, we will make every attempt to get in touch with you. If we are unsuccessful, we will contact your nominated emergency contact and request that they collect your child. The Nursery will remain open to allow time for that person to arrive. The late collection charge is £20 to cover any associated staff costs. We ask that all parents keep us fully informed if they are held up when travelling to collect their child.

Miscellaneous

The school reserves the right to alter or amend any sums quoted above to cover any unforeseen costs that may arise. The school's Trustees determine routine tuition fee increases and usually apply them from September each year.

There are several financial schemes in the marketplace to assist parents in saving towards school fees. The school does not recommend any particular products in this area and would suggest that parents discuss the options with their financial advisors, insurance brokers or similar specialists.

Whilst attending Lingfield College, the Headmaster expects pupils and parents to be fully committed and supportive of the school, both in and out of school hours. A complete set of our terms and conditions are available on our website. Fees are current at the time of printing.