



## Nursery Fees & Additional Information

### Caterpillar & Butterfly Rooms (Over 2 years)

(With effect from May 2025)

#### Registration Fees (non-refundable)

Caterpillar & Butterfly Room £150 inc VAT

#### Acceptance Deposit

Caterpillar & Butterfly Room £500

The offer of a place in our Nursery is secured by completing a registration form and including the associated fee. Once the place has been accepted, the deposit must be paid. The acceptance deposit is non-refundable if the school place is not taken. The deposit is retained until the child has left the school.

#### Session Fees

School fees are reviewed annually each year.

		Standard session	Ad hoc session
Morning session (lunch, incl.)	8.30 am – 12.30 pm	£44.90	£46.90
Afternoon session	12.30 pm – 3.30 pm	N/A	£28.60
Full day (lunch, incl.)	8.30 am – 3.30 pm	£63.20	£65.20
Extended day (breakfast, lunch, tea incl.)	7.30 am – 6.00 pm	£88.90	£90.90
Wraparound care – AM (Breakfast incl.)	7.30 am – 8.30 am	£8.25	£10.25
Wraparound care – PM (Dinner incl.)	3.30 pm – 6.00 pm	£17.50	£19.50

#### Nursery Payment Terms

Fees are calculated monthly based on pre-agreed requirements and are billed in advance. Invoices are issued at the beginning of each month, with payment due by the 12<sup>th</sup> of the month. Any additional sessions will be charged in arrears on the following bill. Please note that payment is required for all booked sessions, regardless of attendance. Unfortunately, refunds cannot be provided for sessions missed due to sickness or holidays.

#### Payment Options

- 1) Payment in full by Direct Debit via the FAMILYPay App.

Alternatively, we accept payments by bank transfer. Adding your child's pupil code as the reference. Our bank details are:

**Account Name:** Lingfield College

**Bank:** Lloyds Bank

**Sort code:** 30-92-92

**Account Number:** 00923420

**IBAN:** GB33LOYD30929200923420

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 for withdrawing a Nursery pupil from the school; otherwise, fees for the notice period become payable.

### **Sibling Discount**

For families with three or more siblings attending the school, a 10% discount will be applied to the Nursery fees for the third child and any subsequent children.

### **Full-Time Attendance Discount**

For those pupils attending 50 weeks per year and not in receipt of EYFE Funding, the following discounts apply:

- A 5% discount is available for full-time attendance from 8.30 am – 3.30 pm (5 full days)
- A 10% discount is available for full-time attendance from 7.30 am – 6.00 pm (5 full days).

Discounts are applied to the August billing.

### **Early Years Funding**

Lingfield College Nursery is a registered provider for Early Years Funding Entitlement from the age of 2. Eligible children can receive up to 15 free hours per week (38 weeks per year) under the Early Years Free Entitlement Scheme. These hours must be taken between 12:30 pm and 3:30 pm, subject to availability. Reception pupils are eligible for Early Years Funding until the term after they turn 5 years old.

### **Additional Charges:**

#### **Support**

The school monitors children's progress carefully. Should your child be referred for additional SEND (Special Educational Needs and Disability) support, parents may be contacted so that targets can be discussed and agreed upon. Some specialist support is available during the day at an extra cost.

#### **Late Collection Charge**

If you do not collect your child from the Nursery by the end of the day and have not informed us of alternative collection arrangements, we will attempt to contact you. If we are unable to reach you, we will contact your nominated emergency contact to arrange for the collection of your child. The Nursery will remain open until that person arrives. A late collection charge of £20 will apply to cover associated staff costs. Please ensure you inform us promptly if you are delayed in collecting your child.

### **Insurance Options**

While the School maintains a comprehensive portfolio of general insurance, parents can opt for additional coverage through the School Fees Protection Scheme. This scheme insures for the recovery of fees during a pupil's absence due to sickness and provides an option for continued fee payment following the unexpected death of the principal financial contributor in the family. For details of both of these supplementary insurances please contact the Head of Finance and Resources.

### **Pupils' Personal Possessions**

The school does not accept responsibility for claims arising from the loss or damage to pupils' property, including clothing. Therefore, it is recommended that appropriate cover be arranged through an extension of the parent's household insurance policy.

### **Miscellaneous**

The school reserves the right to adjust or modify any sums quoted above to accommodate unforeseen costs that may arise.

Whilst attending the Nursery at Lingfield College, the Headmaster expects pupils and parents to demonstrate full commitment and support for the school during and outside school hours. A complete set of our Nursery terms and conditions is available on our website and enclosed with parent contracts. Fees are current at the time of printing