



Midsomer Norton Primary School

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Dear Parents/Carers

I am writing to you to clarify our terms of payment for hours taken in the Nursery that are not Early Years funded (i.e. hours attended in addition to your child's entitlement to 15 hours free childcare at age 3).

Due to some issues with late payment of fees the following will apply from the start of this academic year:

- In order to allow parents/carers plenty of time to pay fees promptly we will send out invoices in the last week of the preceding term with the exception of Term 1 and/or in the term when your child starts at the Nursery and is still in their induction period. Invoices will be sent home by the end of this week by email.
- Payment will be due by the end of the 3rd week of each term
- Late payment without prior agreement will incur of charge of £15 for each reminder
- Fees that remain unpaid at the end of each term will result in the immediate withdrawal of the offer of extra hours for your child and they will be limited to attending Nursery for the EYE of 15 hours
- Persistent failure to pay Nursery fees will result in your child's Nursery place being withdrawn entirely

Please remember that fees should be paid online via the School Gateway unless you pay using childcare vouchers. It is your responsibility to ensure that you pay fees promptly. If you do not receive an invoice and you think you should have please contact us at the earliest opportunity.

We realise that that most families pay promptly however wanted to clarify the situation to all those parents/carers who have children in the Nursery. As I am sure you appreciate the Nursery incurs significant costs and your support in paying fees promptly is greatly appreciated.

If you have any questions or concerns please do not hesitate to contact the school.

Yours sincerely

Alun Randell
Head Teacher

