



Mendham Primary School & Nursery

Academy Head – Nicola Jones

Email: head.mendham@consortiumtrust.org.uk

<http://www.mendhamprimaryschool.org.uk>

Payment of Nursery Fees Policy : 2026-2027

- We do not charge a registration fee.
- Fees are calculated and paid (in advance) on a half termly basis via Arbor.
- Fees are reviewed once per year. Any changes to the fee rates will be notified to you at least half a term in advance. These are usually reviewed once a year in the Spring Term.
- Extra sessions are payable in advance through School Gateway. In certain circumstances extras may need to be paid for on the day by cheque, cash or card. School dinners and Educational Visits will be an additional charge. We will advise you at the time of booking if this is the case.
- We are unable to refund fees for sessions not taken due to illness or absence.
- If a child is absent due to long-term illness (over two weeks), no charge will be applied, and the place will be held open for their return. Note: this relates only to the child being absent through long-term illness not a family member.
- There is a minimum booking commitment of either one full day or two afternoon or morning sessions. Bookings must be for the same session(s) each week. It is left to the discretion of the Nursery Teacher to decide if it is possible to swap days, so that for example, a normally booked Thursday is swapped for a Friday on a one-off or temporary basis. Additional days can be accepted as an extra charge and subject to availability.
- Parents should give a terms notice if they wish to decrease the number of sessions or leave the nursery.
- An increase in nursery sessions should be discussed with the Nursery teacher and will be subject to availability and give a terms notice.
- We understand that on occasion circumstances occur that can impact on schedules, but all children need to be collected promptly at the end of nursery sessions. If this occurs more than once it is with regret that we will need to impose a surcharge, which is every 10 minutes they are in Nursery after the session has finished. The surcharge will be per child, at a rate of £2.50 per 10-minute interval(s). This is to cover staffing costs and prevent this reoccurring.



Small Schools – Huge Ambitions

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- Acceptance of this agreement is implicit when you sign our booking/registration form and apply to all parties noted on the booking form, irrespective of whether the secondary parties have signed the form. We would respectfully request that if parents / carers have trouble in fulfilling any of the conditions of this agreement, that they contact the Head teacher as soon as possible.
- Parents will continue to access their funded hours even if they can no longer access 'sold' hours (due to non-payment) or additional services.



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