



Nursery Payment Policy

Nursery Fee Structure:

The first 15 hours attended will be free at the Nursery. Additional time will be charged at £5.41 per hour or part of. Nursery is open for 190 days per year in line with the school terms.

TIME	COST (£)
9.00AM – 12.00PM	£16.23
12.15PM – 3.15PM	£16.23
All day	£32.46

*Hot lunches can be provided at a charge of £2.81 a day in addition to the hourly rate. Prices of school lunches are reviewed each year in September.

Invoices

Sacred Heart Primary School will invoice each parent at the beginning of each term detailing how much is due to be paid for the following term. Payments can then be made to suit in partial instalments or fully, to the Nursery by their child's last day of term. This payment will need to be made via your child/children's ParentPay account.

If payment is not made by the last day of each term, then an administration fee of £10.00 will be added to the invoice. Another letter will be sent to the parent informing them that payment will be required the next time the child attends the nursery. If payment is not made at this point the child will not be allowed to attend for more than their free 15 hours until payment can be made.

Payment for Holidays

There will be no reduction for holidays taken in term time.

Sickness

You should keep your child at home if they are too unwell to attend Nursery. If your child has vomited or has had diarrhoea they should remain at home for 48 hours after the last bout. Please telephone the school office to let us know if your child will be unable to attend Nursery. Fees will still be charged if your child is unwell.

Notice Period

If you wish to withdraw your child from the Nursery we require 4 weeks notice in writing to Mr Colin O'Kane in the School Office.

Dated: 12th March 2025

Nichola Day
Executive Headteacher