

St Neot Community Primary School & Nursery

Our Terms and Conditions

Opening Hours

Term time only

Day	From	To
Monday to Friday	9.00am	3.00pm
Breakfast club	8.00am	9.00am
Afterschool club	3.00pm	5.30pm

Admission Policy

Registration forms must be completed and returned prior to your child's first day.

Invoices:

Invoices are sent out at the beginning of each month. They are calculated on the number of sessions that your child is pre-booked into and will include any extra sessions. If your child is claiming Early Years Entitlement Funding or 2-Year-old funding this will also be deducted. If you have any queries regarding your invoice, please speak to the office.

Making a Payment:

Invoices should be paid within 10 days. Invoices paid later than the date stated at the bottom of the invoice will be subject to a late payment fee of 10% on the next month's invoice.

Invoices can be paid by cheque, cash or BACS payment. Please hand cash/cheque to the office and await a receipt.

For internet banking you will require the following details:

NatWest Sort code: 60 21 37 Account number: 56591233

Please quote your child's name as a reference for BACS payments.

Non-Payment of Fees:

Non-payment of fees will result in your child's nursery place being withdrawn if not paid within 30 days of the due date. If it is necessary to recover debts all debt collection and court fees will also be applied.

Increase in Fees

We reserve the right to review our fees with 21 days' notice. There will be annual fee reviews.

Absence

Fees will be charged if your child is absent for any reason other than exceptional circumstances, e.g. attending a funeral, hospital appointments. If you are unsure whether you will be charged for an absence, please ask at the office.

Holiday Allowance

No fee is charged for Bank Holidays or other school closure dates. All other absences will be charged for at the normal rate.

Extra or Swapped Sessions

We are very happy to accommodate extra sessions if we have space. These can be requested at any time, ideally in writing/email. Please see the office at the earliest opportunity. Unfortunately, we are unable to swap sessions.

Unforeseen Circumstances

We cannot be held liable for the withdrawal of a placement due to third party action. This includes closure due to circumstances beyond our control, e.g. fire, flood, vandalism. In cases of temporary closure e.g. extreme weather conditions or any other reason an alternative session will be offered.