



CHURCHWOOD PRIMARY ACADEMY

At Churchwood everyone can

Church in the Wood Lane, St Leonards on Sea,
East Sussex, TN38 9PB

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01424 852326

Ros Collett Principal

Payment of Fees Agreement

If you require additional hours for your child, these can be paid for at the current hourly rate. Please see Fee Structure. Please see fee structure. If your child is having extra hours at the setting and you no longer wish to use them, four weeks' notice must be given.

If your child is away from Churchwood Nursery due to sickness, fees remain payable and then reviewed on an individual basis. Fees are still payable if holidays are taken during term time.

We will require all fees to be paid in advance: this can be on a daily, weekly, monthly or termly basis. However, if fees are outstanding then a reminder letter will be sent to you. In the unlikely event that your fees are still unpaid one week after the reminder, then we will write to you advising the action we will take.

Please note that Churchwood Nursery reluctantly reserve the right to withdraw or reduce a child's place if fees are not forthcoming. However, we will always look at cases of hardship and work hard to reach a suitable agreement, so please talk to the Nursery Administrator or Early Years Lead if necessary.

School dinners must be paid for in advance on parent pay. If no payment is provided, a call will be made to parents to provide a packed lunch. If dinner money is outstanding a reminder letter will be sent. In the unlikely event that your dinner money is still unpaid one week after the reminder, then we will write to you advising the action we will take.

Please notify us of your preferred invoice arrangement overleaf and confirm receipt of this letter.



Name of Parent/ Carer.....

Name of Child.....

How I would like to be invoiced Weekly Monthly Termly (Please Circle)

I agree to adhere to the fee agreement as stated above.

Signed.....

Date.....