



FEES AND REFUNDS POLICY FOR PAID PLACES

Written by	SLT, Admissions Officer & Governors
Frequency of review:	Annually
Date last reviewed and approved by the governing body:	Spring 2026
Date of next review:	Spring 2027
Display on website:	No
Consultation:	Governors* Staff Parents* Children
Links with other policies	Admissions Policy Charging and Remissions Policy Debt Recovery Policy Uncollected Children Policy & Procedures Settling in Policy

Fees and Refunds For Paid Places

At Tanglewood we want to ensure that all parents and carers are treated fairly and equally in respect of monies paid for services received.

We are not permitted to make charges for educational services that fall under the 'Free Entitlement for Nursery Education'.

In Little Tanglewood we offer paid places for 2 and 3 year olds, who are not entitled to funding, until the term after their 3rd birthday. This includes Rising 3 places.

In Main Tanglewood we offer some paid places for 3/4yr olds who are not entitled to 30 Hour Government Funding.

Sessions

Little Tanglewood

Admissions are for up to five 3-hour sessions per week, which can be taken as morning **or** afternoon sessions.

Parents/carers can choose a variety of different sessions throughout the week, provided the sessions they request are available. Please see LT Admissions Policy.

The minimum number of sessions a child can attend is two per week.

Please be aware that we **do not** offer full-time places in Little Tanglewood.

Main Tanglewood

Admissions are for up to five 3-hour sessions per week, which can be taken as morning **or** afternoon sessions.

The minimum number of sessions a child can attend is two per week.

Extended Sessions

In Main Tanglewood we are able to offer a limited number of extended places. Please see Main Tanglewood Admissions Policy.

Fees

Little Tanglewood and Rising Three places: £24.50 for a 3 hour session. Rising to £25.00 in September 2026.

Main Tanglewood extended session: £32.50 for a 3 hour session and lunchtime. Rising to £34.00 in September 2026.

Please note these costs are in line with the current age related government funding for Maintained Nursery schools.

Payment of Fees

- Parents/carers are invoiced in advance and payments are required monthly in advance.

- Payments for **September are due by mid-July** as we are closed during August and payments for **January are due mid-December**. Please check your invoice for exact payment dates.
- Placements cannot start if payments have not been received.
- Payment includes any allocated sessions from which your child may be absent.
- Parents/Carers are not charged for Non-Pupil days, Bank Holidays or when visiting the school.

Payment can be made via BAC's Direct Payment (bank transfer), or by cash or cheque at the school office.

Tanglewood Fees bank details are:

Sort code: 09 01 28

Account number: 81837697

Account name: Little Tanglewood

We reserve the right to increase the cost of a session and would aim to give you a term's notice before implementing any changes.

Childcare Vouchers

If you wish to pay with Childcare Vouchers or via the Government Childcare Tax Relief Scheme, please speak to a member of staff in the school office.

Funded Places

2 year old funding FEEE2/FEEE2W

You may be able to get 15hrs FEEE2 (Funded Early Education Entitlement) for your two-year-old if you claim certain benefits or meet additional criteria. For further information please visit <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-claim-benefits>.

Two-year-old children of eligible working parents may be able to get 15hrs FEEE2W (Funded Early Education Entitlement for Working Parents) the term after they are two years old if you meet the eligibility criteria. You will be able to check your eligibility online at <https://www.gov.uk/check-eligible-free-childcare-if-youre-working>.

Eligible two-year-olds can access their FEEE2/FEEEW the school term after they turn two, see below:

If their birthday is between:

1 April – 31 August

1 September - 31 December

1 January – 31 March

They get FEEE2 /FEEEW

1 September after their 2nd birthday

1 January after their 2nd birthday

1 April after their 2nd birthday

3-4 year olds (FEE3-4)

As a parent/carer of a child aged 3-4 years old, you can take up to **15 hours** of free early years provision per week. This is known as your child's Free Early Education Entitlement (FEEE3-4) and comes into effect the term after your child is 3.

30 Hour Funding

Some 3-4-year-olds whose parents are working may be eligible for up to **30 hours** of funded early education (FEE3-4 for working parents) per week and comes into effect the term after your child is 3.

Please visit <https://www.essex.gov.uk/children-young-people-and-families/early-years-and-childcare/help-childcare-costs> to find out if you are eligible.

Settling in

So your child can have the best experience with us we will hold a 'Stay and Play' session for you and your child before they begin their placement. These sessions will not be charged for.

Some children can find it hard to settle into nursery and we may need you to stay with your child for further sessions and/or sessions may need to be shortened to help your child settle. These sessions are charged for.

Children who will be taking up extended sessions need to attend a minimum of one week of 'core' sessions before staying for their extended sessions.

Also see our Settling in Policy

Late and non-payment of fees

If fees are not paid by the due date, a reminder email will be sent to parents/carers. If payment is not received within 2 working days we will refer to our Debt Recovery Policy will be emailed to parents/carers. The school reserves the right to withdraw the place.

If you have any financial difficulties, we ask that you see the office staff or Headteacher to discuss ways in which the school can support you.

Notice of Termination

Fees are charged at a level solely to cover staff salary costs therefore we require that parents/carers provide a minimum of one calendar month's written notice to terminate their child's place. **Fees for the notice period must still be paid.**

Invoices are sent 2 working days after the sessions requested are confirmed to allow for a 'cooling off period'. Once the invoice is issued one month's written notice and payment will be required.

If you wish to terminate a place for September we must have notice of this before your invoice due date which is usually mid-July. Failure to do so will result in you being charged.

Refunds or Partial Refunds

Refunds or partial refunds:

- Will be made where an administrative error has been made.



- Short term closure - if the school is prevented from opening due to unforeseen circumstances for example, flood, snow, fire, mechanical or electrical failure or any other emergency situation. A 50% refund, for a maximum of 3 days, can be made if requested by the parent/carer. Where there is a closure due to staff shortages/absence a full refund for that day will be given.
- Long term closure - if the school remains closed in excess of 3 days in term time a full refund will be made from day 4 of the closure. Requests for a refund should be made in writing within 4 weeks of the closure to admissions@tanglewood.essex.sch.uk
- Some children can find it hard to settle into nursery. If a decision is made, in conjunction with the parent/carer, that after the child has attended for half a term and every effort has been made to settle them, that it is in their best interest to end the placement, a refund will be given for any advanced payments.
- Where a payment was made using Childcare Vouchers, any refund must be returned to the Childcare Voucher company to comply with the associated tax regulations.

Refunds cannot be made for:

- * Child's settling/ transition time
- * Child's sickness
- * Hospital appointments
- * Holidays taken in term time
- * Child/parent choosing not to come in some days
- * Family days

We understand that this can cause difficulties with some parents, but we still need to pay our staff. If parents do have financial difficulties, we ask that they see the office staff or Headteacher to discuss ways in which the school can support them.

Charges for persistent late collection of children

In accordance with our Uncollected Children Policy, the governing body has the right to impose a charge for the additional childcare given as all additional care results in staffing costs/time.

£10 will be charged for persistent late collection. One verbal reminder about collection, followed by a written reminder will then be followed by invoice for payment for late collection. If fines are not paid the school reserves the right to withdraw your child's place. See 'Uncollected Children Policy'.

Tanglewood Fees & Refunds Policy For Paid Places

I have carefully read the above policy and confirm that I hereby agree to its terms and conditions.

Child's Name.....

Parent/carers name.....

Signed.....Date.....

Please return this slip to the school office before your child commences at Tanglewood.



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