



Little Gems Nursery Payment Policy – May 2026

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	Deb Williams	Date reviewed	May 2026
Position	Headteacher	Date ratified	19 th May 2026
Document status	Ratified by Little Gems working party	Next review date	Summer 2027
EIA approved by	FGB	Reviewing committee	FGB

EIA = due consideration of potential adverse impacts on the following groups: age; disability; gender and gender reassignment; marriage and civil partnership; pregnancy and maternity; racial groups; religion or belief; sexual orientation

Aim

Little Gems Nursery aims to provide value for money in a high-quality environment run by a classroom teacher.

Fees overview

We accept children from the age of three. Children aged three and four can use the Early Entitlement Funding to access 15 or 30 hours of free Nursery education. For more details about the criteria please visit [Childcare & Early Years Education - Best Start in Life](#)

Further information about tax free childcare can be found here: <https://childcare-support.tax.service.gov.uk> .

The 15 hours is equivalent to five 3-hour sessions at Little Gems Nursery. Any extra sessions required, (availability permitting), would be subject to a charge. School meals can be purchased at the current cost of £2.95 per day. School meals are provided by the school's catering provider.

Breakfast Club

Our team provide a breakfast club daily from 8.00am to 9.00am, when Nursery begins. This session costs £8.00 per day, which includes a light breakfast. Places must be booked in advance as part of your child's sessions, as space is limited. This is not an ad-hoc service.

Lunch

If your child is in nursery during session 2 (12:00-15:00), you can order a lunch for a cost of £2.95. If children do not order a lunch through the school, they will need to be provided with a packed lunch from home.

Admin Fee if using hours outside of 9:00am – 3:00pm

An administration fee of £50.00 must be paid when an offer is made for Little Gems Nursery place beyond the free Government funded hours (eg for additional payable hours, breakfast club, lunch club and afterschool club). We cannot secure a place without the appropriate fee being paid. Admin fees are non-refundable when the place is accepted.

An admin fee of £10.00 will be charged if hours are changed once a child has started.

Payment for childcare fees.

Nursery fees for the 2026/2027 academic year are £18.00 per session per child and are **payable a term in advance** (there are 6 terms per school year). We are a cashless school, so payments must be made online.

You will be issued an invoice for autumn term 1, autumn term 2, spring term 1, spring term 2 and summer term 1 and summer term 2. The term dates are in line with South Glos term dates and school INSET days are aligned with those of Alexander Hosea Primary School. The dates for 2026/27 are listed below.

2026/2027

Term	Starts	Ends
Term 1	Tuesday 1 September 2026	Friday 23 October 2026
Term 2	Monday 2 November 2026	Friday 18 December 2026
Term 3	Monday 4 January 2027	Friday 12 February 2027
Term 4	Monday 22 February 2027	Thursday 25 March 2027
Term 5	Monday 12 April 2027	Friday 28 May 2027
Term 6	Monday 7 June 2027	Wednesday 21 July 2027

INSET Days for Alexander Hosea Primary

2026/27

Tuesday 1st September

Friday 23rd October

Friday 27th November

Monday 4th January

Monday 22nd February

Monday 12th April

Fees can be paid using our online payment system. When your child starts nursery, you will be sent a link for this to make payments. Fees will be charged for the agreed days and hours **regardless of whether the child attends or not**. If your payment is returned unpaid you will be charged the relevant banking fee. You may also be charged an administration fee representing 5% of the value of the payment.

If you wish to stop your child's attendance at Nursery then you need to give **4 term time weeks' notice, in writing**, of the date you intend to withdraw your child, otherwise you may be liable for any fees for the following term.

If you wish to make a permanent change to sessions, then you will need to give **4 term time weeks' notice** in writing. Changes will commence at the start of the next term. Ad hoc additional sessions may be booked with 24hours' notice, if spaces are available.

The school will review Nursery fees on an annual basis in the summer term. Any increase will take effect from the start of the new academic year in September.

Current Costs of Daily Sessions

Sessions	Time	Universal Allowance (free hours)	Paid Hours
Breakfast club	8-9am	N/A	£8 (including a light breakfast)
Morning – Session 1	9am – 12pm	3 hours	£18.00
Afternoon – Session 2	12.00pm – 3.00pm	3 hours	£18.00 (plus £2.95 for lunch if purchasing through school)
Full day with lunch club	9.00 – 3.00pm	6 hours	£36.00 (plus £2.95 for lunch if purchasing through school)
Afterschool club part 1	3:00-3:30pm	N/A	£3
Afterschool club part 2	3:30-5:30pm	N/A	£15 (including a light tea)

A minimum of 3 sessions (9am-12pm or 12-3pm) a week is required to register at Little Gems.

Non-payment of childcare/additional costs

If the fees have not been paid by the deadline date, in the first instance, an email will be sent out reminding parents that the payment is due. This will be followed up with a phone call, if payment is still not received. If the debt remains unpaid, a letter will then be issued informing parents that the child will no longer be able to attend the nursery until fees are paid in full.

Non-payment of childcare fees by the date specified on the invoice will result in a late payment charge of 10% of the total charges made.

Payment for late collection

All parents/carers will be given a 5-minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended, a £10.00 charge will be levied and for every 10 minutes thereafter. We understand that sometimes emergencies happen, so if you know that you are going to be longer than 5 minutes late picking up, please contact the school office as soon as possible.