



Nursery Fees & Additional Information Cocoon Room (under 2 years) (With effect from January 2025)

Registration Fees (non-refundable)

Cocoon Room £125

Acceptance Deposit

Cocoon Room £500

The offer of a place in our Nursery is secured by completing a registration form and including the associated fee. Once the place has been accepted, the deposit must be paid. The acceptance deposit is non-refundable if the school place is not taken. The deposit is retained until the child has left the school.

Session Fees

School fees are reviewed annually each year.

		Standard session	Ad hoc session
Morning session (lunch incl.)	8.30 am – 12.30 pm	£45.15	£47.15
Afternoon session	12.30 pm – 3.30 pm	N/A	£28.85
Full day (lunch incl.)	8.30 am – 3.30 pm	£64.05	£66.05
Extended day (breakfast, lunch, tea incl.)	7.30 am – 6.00 pm	£89.25	£91.25
Wraparound care – AM (Breakfast incl.)	7.30 am – 8.30 am	£8.40	£10.40
Wraparound care – PM (Dinner incl.)	3.30 pm – 6.00 pm	£17.85	£19.85

Nursery Payment Terms

Fees are calculated monthly based on pre-agreed requirements and are billed in advance. Invoices are issued at the beginning of each month, with payment due by the 12th of the month. Any additional sessions will be charged in arrears on the following bill. Please note that payment is required for all booked sessions, regardless of attendance. Unfortunately, refunds cannot be provided for sessions missed due to sickness or holidays.

Payment Options

- 1) Payment in full by Direct Debit via the FAMILYPay App.

Alternatively, we accept payments by bank transfer. Adding your child's pupil code as the reference. Our bank details are:

Account Name: Lingfield College

Bank: Lloyds Bank

Sort code: 30-92-92

Account Number: 00923420

IBAN: GB33LOYD30929200923420

Please note that no other payment terms are accepted unless agreed in advance with the Head of Finance and Resources.

Notice

Six weeks' notice is required for withdrawing a Nursery pupil from the school; otherwise, fees for the notice period become payable.

Sibling Discount

Families with three or more siblings attending the school will receive a 10% discount on Nursery fees for the third child and any subsequent children.

Full-Time Attendance Discount

For nursery pupils attending 50 weeks per year, the following discounts apply:

- 5% discount is available for full-time attendance from 8.30 am – 3.30 pm (5 full days)
- 10% discount is available for full-time attendance from 7.30 am – 6.00 pm (5 full days).

Discounts are applied to the August billing.

Additional Charges:

Support

The school monitors children's progress carefully. Should your child be referred for additional SEND (Special Educational Needs and Disability) support, parents may be contacted so that targets can be discussed and agreed upon. Some specialist support is available during the day at an extra cost.

Late Collection Charge

If you do not collect your child from the Nursery by the end of the day and have not informed us of alternative collection arrangements, we will attempt to contact you. If we are unable to reach you, we will contact your nominated emergency contact to arrange for the collection of your child. The Nursery will remain open until that person arrives. A late collection charge of £20 will apply to cover associated staff costs. Please ensure you inform us promptly if you are delayed in collecting your child.

Insurance Options

While the School maintains a comprehensive portfolio of general insurance, parents can opt for additional coverage through the School Fees Protection Scheme. This scheme insures for the recovery of fees during a pupil's absence due to sickness and provides an option for continued fee payment following the unexpected death of the principal financial contributor in the family. For details of both supplementary insurances please contact the Head of Finance and Resources.

Pupils' Personal Possessions

The school does not accept responsibility for claims arising from the loss or damage to pupils' property, including clothing. Therefore, it is recommended that appropriate cover be arranged through an extension of the parent's household insurance policy.

Miscellaneous

The school reserves the right to adjust or modify any fees quoted above to accommodate unforeseen costs that may arise.

Whilst attending the Nursery at Lingfield College, the Headmaster expects pupils and parents to demonstrate full commitment and support for the school during and outside school hours. A complete set of our Nursery terms and conditions is available on our website and enclosed with parent contracts. Fees are current at the time of print.