



How do I pay for my child's lunches / late pick-ups / extended days?

2-3s children

Parents will be invoiced at the start of every half term period. They will be issued within the first two weeks of that half term via a letter at drop off/pick up or in your child's book bag.

Invoices will cover sessional fees (until the end of the term after your child's third birthday when the state funded 15 hours of education* will apply), and any lunch sessions. Deposits will be deducted from the last invoice before your funded entitlement applies. Any adhoc sessions will be added onto the next invoice.

*please note, we may not be able to offer the full 15 hours funded entitlement in the 2-3s provision

3-5s children

If your child accesses the 30-hour funded entitlement, your weekly lunch and late pick up fees (if applicable) will be detailed in your Parentmail account. At the start of each half term, the total balance can be viewed on your Parentmail register for that proceeding period.

Lunch fees - £15 per week**

Late pick up fees - £15 per week or £6 per day**

You can pay via Parentmail itself, or by using Childcare vouchers /tax-free Childcare via our main bank account (see account details below).

If your child attends for the AM or PM session for their 15-hour funded entitlement, and they access extended sessions, such as lunches or longer days, parents will be invoiced at the start of every half term period. They will be issued within the first two weeks of that half term via a letter at drop off/pick up or in your child's book bag. Any adhoc sessions will be added onto the next invoice.

Lunch club fees - 11.45am – 12.30pm - £8.50 per session**

Extended day 8.45am – 12.30pm/ 11.45 - 3.30pm - £27.00**

**fees as of September 2021 and subject to change

Ways to pay

- Directly on your Parentmail account (if your child attends for 30 hours)
- To pay by BACS into main school account:

Name of Account	Account no.	Sort code	Reference
Dorking Nursery School	51209752	40-19-22	Your child's name

- Childcare vouchers/Tax Free Childcare

To pay by childcare vouchers please let us know which company you use and we will share our registration number.

For tax free Childcare please register on the gov.uk website and search for Dorking Nursery School.

We are unable to take cash or cheques for your child's school fees.

If you have any problems with payments or queries please contact the Bursar, Nicky Ellis on 01306 882397.

As per the terms and conditions, please pay your invoices within 10 days of receipt – thank you.