



Dear Parents and Carers,

Re: Important Changes to Our Invoicing and Charging Policy

We are writing to you to inform you of some important and necessary changes to our invoicing and charging policies, which we will be implementing from 1st January 2026. These changes are being made in line with the latest statutory guidance from the Department for Education (DfE) regarding transparency in invoicing for early years and school providers.

The DfE guidance, effective from 1st April 2025, requires all providers to be more open and clear about how government funding is used and what additional services parents are being charged for. While our school has always aimed to be transparent, this new guidance formalises the way we must present this information on your invoices.

New Invoicing and Payment Process

To help us manage and streamline our administration, we will be using a finance system called Quickfile Affinity. From 1st January 2026, your invoices will be generated and emailed to you directly from this system. This will provide you with a clear and detailed breakdown of all charges.

Please be assured that for GDPR compliance, the only information we will be sharing with QuickFile is the minimum required to generate and send your invoices: the parent's name, the child's name, and the parent's email address. No other personal data will be transferred to this system.

A key change is that we are now required to issue invoices even if they have a zero balance (e.g., if only funded hours are taken). Additionally, we are no longer able to offer the previously **[chargeable session of £4]** for the lunchtime period; instead, the funded hours will be allocated to this period first. Payment will now be required for the total number of additional hours your child attends our setting beyond their funded entitlement.

Our payment options have been updated to make the process easier and more flexible for you. You can now pay your invoices online directly through the QuickFile Affinity system using SumUp, which is our preferred method and the quickest way to settle your account. Alternatively, you can pay at the school office using a credit or debit card or by using childcare vouchers.

How your invoice will look

From 1st January 2026, your invoices will be issued on a monthly basis and will be broken down into clear, detailed categories so you can easily understand your charges:

- **Funded Hours:** This line will clearly show the number of funded hours your child is accessing from their entitlement (e.g., 15 or 30 hours). This will be shown as a cost of £0, as these hours are free at the point of delivery.
- **Additional Private Paid Hours:** Any hours attended by your child that are not covered by their funded entitlement will be listed here, along with the applicable hourly rate. Please note that this hourly rate is set in line with the Local Authority's standard rates for childcare, currently £5.41 per hour.

We want to assure you that the purpose of this change is to provide greater clarity and transparency for all our families. It is not an introduction of new charges, but rather a different way of presenting the charges you may already be familiar with.

We are committed to providing the highest quality of education and care for your children. We understand that navigating financial changes can be challenging. Please contact Mrs Whitehouse, Senior Administrator if you have any questions or concerns.

Thank you for your understanding and continued support

Yours faithfully

Mrs Newsham
Head of School



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