



GRACELANDS NURSERY SCHOOL
Grace Road, Sparkbrook
Birmingham, B11 1ED
Tel: 0121 772 3124
Email: enquiry@grclands.bham.sch.uk
Executive Head Teacher: Samantha Richards

2nd February 2023

Fee paying information

Dear Parents and Carers,

I am writing to you because you pay fees for your child at Gracelands Nursery School. Previously, you have been given an invoice and paid in cash for any non-funded hours that your child attends.

We have now moved to an online payment system called School Money. School Money works from the same information that we hold within our School Information Management System (SIMS).



You may know that Gracelands Nursery School have joined Jakeman Nursery School in a 2 school cluster (2 of the 9 nursery schools within the wider Birmingham Federation of Maintained Nursery Schools). I would like to take this opportunity to introduce you to Vicky Brennan, the Office Manager at Jakeman Nursery School, who is overseeing the School Money fees process. Vicky will be setting up payments and sending a link to you by text each month.

If you have any questions regarding fees and payments, please contact Vicky Brennan on:

☎ 0121 0121 4403066 or

✉ enquiry@grclands.bham.sch.uk

Instructions for fee payments online

Wait until you will receive a text message with a link to pay fees.

- 1) *Click the link (or visit www.schoolmoney.co.uk)*
- 2) *Log in. You will need to enter:*
 - your mobile number
 - your email address
 - your password (sent to you by text message)
 - your child's name
- 3) *When logging in for the first time, you will be prompted to change your password. Remember to jot this down as you will need it each month*
- 4) *Select the + sign next to the payment to add it to the basket*
- 5) *Click on the basket and click 'make payment'*
- 6) *Enter card details (School Money DO NOT save any card details – this will need to be entered every time you make a payment)*
- 7) *Log out or close the page*

Please see overleaf for the payment dates



Fee and payment dates

Dates	Date fee payment link will be sent to you	Payment deadline
TEACHER TRAINING DAY Monday 2nd January		
WC 2 nd January – WC 30 th January	Early Feb (arrears)	within 5 days of text payment link
WC 6 th February – WC 27 th February (HALF TERM WEEK EXCLUDED)	1 st March (arrears)	5 th March
WC 6 th March – WC 27 th March	31 st March (arrears)	within 5 days of text payment link (Easter holidays)
2 WEEK EASTER HOLIDAY 3rd April – 14th April		
TEACHER TRAINING DAY Monday 17th April		

From this point, we will be moving from paying in arrears to paying in advance

Dates	Date fee payment link will be sent to you	Payment deadline
WC 17 th April – WC 24 th April (minus training day)	18 th April (advance fees)	23 rd April
WC 1 st May – WC 22 nd May (minus 1 st May and 8 th May bank holidays)	1 st May (advance fees)	5 th May
1 WEEK HALF TERM HOLIDAY 29th May – 2nd June		
TEACHER TRAINING DAY Monday 5th June		
WC 5 th June – WC 26 th June (minus training day)	5 th June (advance fees)	9 th June
WC 3 rd July – end of term (little nursery finish Friday 21 st July) (big nursery finish Tuesday 25 th July)	3 rd July (advance fees)	7 th July

*Please note, fees are still £5 per hour at Gracelands but will be increasing in September to be in line with the other Federation Nursery Schools' fees.

Kind regards,



Samantha Richards
Executive Head Teacher