

Information for parents and carers about fees at [*your setting*]

Use this template with the article [How to raise your setting's fees](#).

Introduction:

Here's where you'll explain to parents and carers that you will be raising fees and, briefly, why you're doing it.

Consider:

- Identifying the problem.
For example, you want to improve staff salaries or you're facing increasing business rates.
- Sharing the challenges you are facing
This might be an increase in inflation, difficulty with staff retention or other financial pressure.

Aims:

Here's what you hope to achieve by raising fees. This means parents and carers can (hopefully) share in the vision for improvements you want to make and truly understand why a fee increase is necessary.

This is where you share the solution to the problems you outlined above and explain the end goal.

How we're going to get there:

Here's where you explain how and when fees will increase, including over what period of time you'll be doing it. The more specific you can be here, the better, so parents and carers have a clear understanding of what's going to happen and when.

Financial breakdown:

Here's where you show parents and carers where their fees go. It doesn't have to detail every last penny, but percentages of the money coming in and how it's spent can help fee-payers understand why you need to make price increases.

This is the section where a chart or graph can really help illustrate how much goes on what.

You could also choose to include some sample costs, such as your business rate, or electricity bill, to provide some context.

If you have any questions:

Here's where you add the details of the person who can help parents further. It could be the setting manager, a director, or your finance administrator.