NURSERY CHARGING POLICY

- Set Sail for Success -

Our Mission Statement

Through nurturing trust and strong relationships, our learning adventure will see each and every one of us thrive in God's love.

1. **St Mary & St Peter Catholic Primary School on-site Nursery:**
   - 1.1. The Nursery provides sessional and school hour care for children in the term after their 3rd birthday.
   - 1.2. Nursery childcare is available 8.30 am - 3pm, Monday to Friday, term time only and is closed for teacher training days in line with the school calendar.
   - 1.3. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
   - 1.4. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.
2. **Free Funded Places:**
   - 2.1. All children are entitled to a free funded place for 15 hours a week from the term after their 3rd birthday.
   - 2.2. Funded sessions are from 8.30 – 3.00, Monday to Friday.
   - 2.3. There are 5 morning & afternoon sessions available.
   - 2.4. No charge will be made to parents for these funded hours unless a session is missed due to an unauthorised absence (please see section 9)
   - 2.5. A funding claim form will be sent to parents to complete at the end of each term to ensure funding is received in the following term. This form must be fully completed and signed by the parent. Failure to return a fully completed and signed form will result in parents being charged as the school is unable to claim these funded hours.
3. **30 hours funding entitlement:**
   - 3.1. Children whose parents are eligible for the new 30 hours funding entitlement are offered further funded sessions.
   - 3.2. Sessions must be booked at the end of each term ready for the next term, and for a term at a time. Once booked, sessions cannot be changed until the next term without agreement from the school.
   - 3.3. Parents must apply for an eligibility code online.
   - 3.4. An eligibility code must be provided every 3 months by the parent in order for this entitlement to continue. This is the responsibility of HMRC to notify parents that they are required to re-apply for eligibility and the parent's responsibility to notify the Nursery of the new code.
   - 3.5. A funding claim form will be sent to parents to complete at the end of each term to ensure funding is received in the following term. This form must be fully completed, including the current eligibility code, and signed by the parent.

3.6. No charge will be made to parents for these funded hours unless a session is missed due to an unauthorised absence (please see section 9) or parents do not return the funding form by the deadline.

4. Unfunded Childcare:

4.1. Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can book and pay for additional sessions, Monday to Friday, term time only.

4.2. These are currently charged at £17.34 per session and must be booked at the end of each term, and for a term at a time. A session is 8.30 to 11.30 or 12.00 to 3.00.

4.3. Once booked, these sessions cannot be cancelled until the next term booking period however additional sessions can be added if required with agreement of the School Support Manager.

4.4. An invoice is produced termly once sessions are confirmed and payment is via BACS to the school bank account, childcare vouchers or through a tax-free childcare account. No cash is accepted at the school. Parents are offered the option to pay in 2 instalments.

4.5. Payment will still be required for booked sessions even if your child does not attend (see section 9).

4.6. Payment of additional or ad-hoc sessions booked during the half term will be invoiced and paid prior to the session via BACS to the school bank account.

5. Lunch Session:

5.1. The lunch session will commence from 11.30 to 12.00 and this will be charged at £2.64. Note this does not include the cost of lunch, only the provision of staff cover.

5.2. Children who are staying from 8.30am - 3pm are invited to bring their own packed lunch. School meals are available which can be booked as below.

5.3. School meals will be charged at £2.61 per meal for nursery children and will be booked and paid via Aspens Select when booking. No cash is accepted at the school.

6. Snacks:

6.1. Nursery children receive a free funded portion of fruit during each morning session.

6.2. Nursery children currently receive a free portion of milk funded by the school during each morning session.

7. Increase in fees:

7.1. If we need to increase fees for unfunded afternoon sessions, we will give you one terms notice.

8. Payment terms:

8.1. A deposit or registration fee will not be charged for any funded or unfunded places at the Nursery.

8.2. No ‘top-up’ fees will be charged to subsidise funded entitlements.

8.3. Once an invoice is raised for unfunded childcare fees, payment must be made within 2 weeks. Invoices will not be raised if all hours are covered by the funding entitlement and the balance is zero.

8.4. A reminder will be sent if payment is not received after this time period. Unfunded afternoon sessions will be stopped for your child if payment is not received. If you have any issues with making payments, please speak to the School Support Manager in the main school office. The school has a separate bad debt policy which will be followed where necessary.

8.5. Joining between terms – Where a child joins the Nursery part way through a term, fees will be calculated on a pro rata basis from this agreed start date.

9. Absence during funded hours (15 and 30 hour funding):

9.1. If your child is absent from school due to illness or an authorised absence there will be no charge.

9.2. If your child is absent from school due to a family holiday or unauthorised absence, there will be a charge per missed session in line with the school's hourly rate which is currently £5.78 for paid/private hours. This charge will be invoiced and payment requested via BACS to the school bank account, childcare voucher or Tax Free childcare account.

9.3. The Headteacher's decision regarding absences is final.

10. Absence during pre-booked unfunded afternoon hours:

10.1. If your child is absent from Nursery for any reason and an afternoon session has been pre-booked, this will still be charged for paid/private hours.

11. Withdrawing the Place

11.1 If your child is only attending sporadically when you feel like it, the nursery or school can legally remove them from the register and give the spot to another child. Many nurseries have a minimum attendance policy to ensure funding and consistency.

12. Unavoidable school closures:

12.1. The school policy and procedures apply. Nursery is closed for the main school holidays and training days. Should the Nursery be closed for reasons beyond our control, such as adverse weather conditions, you will still be charged for any pre-booked unfunded afternoon sessions as the Nursery will still need to cover staffing costs. Funded sessions will not have any additional charges for parents as the school can claim Local Authority funding for short term school closures.

13. Trips and activities:

13.1. Nursery may run a small number of trips and activities throughout the year. Due to additional costs to the school, parents will be asked for a voluntary donation towards the activity for additional resources or trip costs such as coaches and entrance fees. This donation should be made via Wisepay. No invoice will be raised for this donation.

14. Early Years Pupil Premium (EYPP):

14.1. For children who may be eligible for Early Years Pupil Premium (EYPP), parents should complete the relevant section on the funding claim form.

14.2. Once the funding has been confirmed by Early Years Finance, it will be allocated following a needs analysis, which will identify appropriate resources and support to progress their learning and development.

15. Disability Access Fund

15.1. If your child receives Disability Living Allowance, Nursery may be eligible to receive Disability Access funding.

15.2. Parents need to visit the school office to complete an application form for the Nursery to claim this funding.

16. <u>Summary Pricing Structure</u>

	£	Details	Payment method
Monday-Friday (8.30 am – 3.00 pm)	NIL	Where children will receive funding by Universal free of 15 hours	N/A
Monday-Friday (8.30 am – 3.00 pm)	NIL	If eligible for 30 hours funding entitlement your child will receive a maximum of 30 hours funding which includes the Universal funding.	N/A
Monday-Friday additional session – 8.30 – 11.30 or 12.00 – 3.00	17.34 per session	If not eligible for 15 or 30 hours funding or if the eligibility code is not renewed every 3 months	BACS, childcare voucher or Tax free childcare scheme

Lunch Session (11.30 am – 12.00 pm)	2.64	This can be included within the 15 OR 30 hours funding if parents are not using the funded hours in full.	BACS, childcare voucher or Tax free childcare scheme

Meal provided by our school catering staff (if staying 9-3)	2.61	Children can bring a home packed lunch for no cost.	Aspens Select Only
Monday-Friday PM session (11.30am - 3pm)	0	Minimum of two sessions free per week if the child is eligible for EYPP funding & subject to spaces being available	N/A
Consumables	NIL	No charges will be made for consumables	N/A
Snack	NIL	No charges will be made for snack / milk which will be provided free of charge by the school	N/A
Deposits / Retainer or Registration Fee	NIL	We will not be taking deposits / retainer or registration fees	N/A

Non-payment of nursery fees 30 days after due date of invoice will result in the child being unable to attend any unfunded sessions until payment has been made in full.

Any parent experiencing difficulty in payment of charges for meals or trips should contact Alex Tudorica, the Finance Officer, to discuss.

17. Monitoring and review

This Policy will be reviewed in: **July 2027**
This document will be reviewed every year but may be reviewed and updated more frequently if necessary.