

Hethersett Woodside Primary and Nursery School Charging policy for Nursery Provision

This Charging policy has been written with reference to:

- Early Education and Childcare Statutory Guidance for Local Authorities – June 2018 · Early years Entitlements: Operational Guidance For Local Authorities and Providers – June 2018 · Hethersett Woodside Primary & Nursery School Charging Policy
- Hethersett Primary Nursery & School Admissions Policies

Statement of general policy on Charging For school activities Early Education for 2, 3 and 4 year old children, during school hours.

Hethersett Woodside Nursery School, is a maintained nursery school admitting children to the nursery from the age of 2-4 years.

Funding entitlement is claimed from Norfolk County Council for eligible 2 year olds, 3 year olds, the term after they turn 3 and all 4 year olds in line with government universal (15 hours) or extended entitlements (30 hours). Sessional fees are charged for non-eligible 2 and 3 year olds and for hours taken beyond funding entitlements.

The Free Entitlement for Two, Three and Four Year Olds

Hethersett Woodside Nursery School, is a maintained nursery school, and provides 15 hours Free Universal Entitlement to eligible 2 year olds, 3 year olds, the term after their 3rd birthday and all 4 year olds. 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.

The 15 hours is offered as five, 3 hour sessions per week or over two and a half days, for 38 weeks per year,. Parents can opt to take up to 15 hours with us or share the hours between two settings.

Families who are eligible for the extended 30 hours will have the option of taking all or part of these hours at Hethersett Woodside Nursery. Places will be offered in accordance with the Admissions Policy. For the extended offer core hours are 9am – 3pm.

The total hours available to claim under the 15 hour Universal Offer is 570 hours. The 30 hour Extended offer total is 1140. If, due to the position of public holidays and school term dates, this total is exceeded, we reserve the right to issue an invoice for the difference or negotiate your child's attendance. The funding form will display the relevant claim period and the total hours claimed to date. It is the parent's responsibility as claimants to be aware of the total number of hours remaining.

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.

- Completion of the claim form by parents is mandatory.
- We do not charge a deposit, retainer or registration fees.
- Sessions are invoiced on a half-termly basis.
- Meals for those on an extended entitlement can bring a packed lunch from home or from September 2020 a meal provided by NORSE from our school kitchen. This will be charged separately.
- Parents will not be charged a 'top-up' fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Hethersett Woodside Primary and Nursery School Fees

Fees are charged for:

- Sessions where a child is not entitled to government funding and nursery sessions/hours taken over and above government entitlement.
- If a lunch service is introduced at some point for children who are not entitled to 30 hour provision, a half hourly fee will be charged if funded hours are exceeded.
- An initial stay and play session is offered free of charge.
- Parents are informed of fees before joining the group and of future changes via letters and our information evenings.
- Fees are generally reviewed by the school early in the summer term and apply on an annual basis from September. If a mid-year review is needed, parents will be notified of changes by letter.
- Fees will be payable on a half termly basis. An invoice will be issued by the Nursery office.
- All families will be issued an invoice on a half termly basis unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.
- Payment may be made by bank transfer, cheque, or through employer's child care vouchers. Detailed receipts will be issued for all payments.
- Where employer's childcare vouchers are used to pay fees, parents should contact the School Office.
- Settlement of fees should be made within two weeks of notification.
- In the event of families having difficulty making payment, parents/carers should contact the school office at the earliest opportunity to arrange an appropriate payment plan and to be advised of any possible sources of help.
- In the event of non-payment, reminders will firstly be issued by speaking to the parents or informing them by e-mail. This will be followed up in writing.
- If non-payment persists, school will follow our bad-debt policy.
- If non-payment continues beyond the end of a half term, the child's place may be lost for the next term.
- There is no refund if a child is absent due to family holiday/illness as staff have to be paid, regardless of the number of children present.
- Extended absence due to hospitalisation or long term illness of the child will be considered by the school on an individual circumstances. Parents should contact the Nursery Manager to discuss. Where possible the child's place will be kept open.
- In the event of cancellation of sessions by the school, a refund will be given.

Additional Hours

Additional hours in both rooms may be offered to children who have taken their free entitlement with another provider or require additional sessions beyond their entitlement. These will be charged at the hourly rate, set by the school.

Voluntary Contributions

Hethersett Woodside Nursery and Pre-School invites parents to make a voluntary contribution of £10 for the year to cover the cost of consumables such as baking ingredients, parties, nappies, high use craft supplies.. This is in line with EY funding agreement guidelines which can be read on our school website under the nursery pages.

Offsite trips and special events will be charged separately and all parents will be informed via a letter and consent form.

In line with government regulations parents are advised that:

- All contributions are voluntary
- Children of parents who do not contribute will not be treated any differently, no pupil will be left out of an activity because his or her parents cannot, or will not make a contribution of any kind.
- Extra events cannot take place without some help from parents and where there are not enough voluntary contributions to make these activities possible, and then these activities will be cancelled.

Absence during term time

As a parent, you are able to claim Early Education funding for actual sessions your child attends nursery or pre-school including sickness and short-term absences. This currently includes holidays.

Policy agreed June 2021

To be reviewed annually