

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). 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.

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.

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.

The entitlement is offered free. 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.

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.

Every child is entitled to 15 hours universal funding the term after they turn three years of age. This equates to 570 hours over the course of a funded year. If a child is entitled to 30 hours funding, this equates to 1140 hours over a funded year. A funded year consists of 3 terms but unlike an academic year, it is based on a child's date of birth. Over their cycle of eligibility, some children will experience a shortfall of hours. The Local Authority will recommend a maximum number of hours

that can be claimed by a child. This recommendation will depend on the child's date of birth (cycle of eligibility) and whether the entitlement is taken term time only or is stretched (we offer term time only funding). Because of this potential shortfall, we could issue an invoice to cover any shortfall or a child's hours they attend the Nursery could be reduced.

Completion of the claim form by parents is mandatory.

We do not charge a deposit, retainer or registration fees.

All families will be issued an invoice on a half termly basis unless the balance equals zero. The payment term is within 2 weeks of issue date.

Hethersett Woodside Primary and Nursery School Additional Costs

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the local authority.

Charges for additional services such as trips will be agreed in advance with families.

The following charges apply when taking a free entitlement place:

An optional Norse provided lunch time meal at a cost of £2.30 per meal. Families can supply their own packed lunch.

Consumables £10 per year - this is a voluntary contribution arranged in September each year.

An initial stay and play session is offered free of charge.

Parents are informed of additional costs before joining the group and of future changes via letters and our information evenings.

Additional costs 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.

An invoice will be payable on a half termly basis and 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.

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 email. This will be followed up in writing.
- If non-payment persists, the 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 illness of the child will be considered by the school on an individual circumstance basis. Parents should contact the Nursery Manager, prior to the absence 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 May 2023