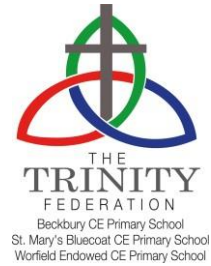




Worfield Endowed
C.E. Primary School



Worfield School Nursery Charging Policy from September 2021 onwards

Free Nursery Provision / Universal Offer:

All parents of children aged 3-4 years old are entitled to 15 hours per week, term time only, funded nursery provision, available from the term after their child's third birthday.

At Worfield Nursery **our universal offer of 15 hours is Monday to Friday mornings**, from 9am to 12pm. No charge is made for these sessions.

Extended Offer:

Afternoon nursery sessions are our **extended offer**. An afternoon session runs from 12pm until 3pm. Any extra hours booked over our universal offer of 15 hours per week entitlement will be chargeable*. Unused universal hours cannot be transferred to afternoon sessions.

*Depending on personal circumstances, parents may be entitled to apply for 30 hours funding which can then be used to pay for these sessions. Parents can check their eligibility for 30 hours free childcare at <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

The Government provides free 30 hour placements for families where both parents work and earn a minimum amount (criteria apply). To access this funding you need to apply before each term starts and you need to obtain a tax code from HMRC.

Paid sessions:

Those parents who are only entitled to 15 hours free (morning) nursery education a week, and who would like to increase this to up to 30 hours, can pay the school for up to 15 additional (afternoon) hours a week.

The cost of the full 3 hour afternoon session is £13.50

Lunchtimes:

If a child is accessing a full afternoon session from 12pm until 3pm then lunch-club is provided within the session and will be included in the session cost whether through funded hours or paid hours. However, if a parent only wishes for their child to stay at school until

1pm after a morning funded session, the lunch-club will be charged at £4.50 (not including meal cost) with parents needing to collect their child at 1pm.

Where children are attending nursery for a full day, an afternoon session from 12pm, or are at school just for lunch-club after a morning session, parents have the option for their child to book a balanced nutritional school meal from our school catering company Alliance in Partnership (AiP). A separate charge of £2.30 per meal applies. Alternatively, parents can choose to provide a healthy packed lunch. Payment for school meals is required before the start of each week. Menus can be viewed on the school's website.

Additional costs:

Government funding does not cover the cost of meals, consumables such as nappies, additional hours beyond a parent's entitlement or services. Occasionally, we may ask for a voluntary contribution to cover special events such as themed days, trips out or visiting theatre companies.

Worfield Nursery has very successfully operated a Snack Fund for a number of years. We invite parents to make a voluntary contribution of £1.50 a week to this nursery fund which then funds the little extras for a mid-morning snack. Children in our morning nursery sessions are provided free school milk and a piece of fruit.

Notice of increase in fees:

Charges for sessions will be reviewed annually by the Finance and Premises Committee of The Trinity Federation Governing Body, when an incremental increase in fees may be applied.

If we need to increase prices, we will give notice of no less than half a term.

Trial sessions:

Should you wish to book for your child to have a trial session, please do so via the school office. The first morning nursery session is free but any further trial sessions you might wish to take will be chargeable if your child is not yet eligible for funding.

A regular pattern of attendance will be agreed with parents at the time of a place being offered. Should the agreed regular pattern of attendance need to be altered during a school year by a parent then the school nursery staff require half a term's notice in writing. Whilst staff will do their best to accommodate a requested change to a child's regular sessions, it cannot be guaranteed due to limits on pupil numbers in our setting and staffing ratios.

Booking of 'ad-hoc' additional sessions:

We recognise that on rare occasions parents may need to book ad-hoc, additional sessions in our nursery. Again, nursery staff will always do their best to accommodate this type of request but please give us as much notice as possible and wait for confirmation of a place in a session being available. Sessions must be booked in advance to ensure adequate staffing

levels. Afternoon sessions are chargeable and ad-hoc sessions will be included on a parent's next invoice or invoiced separately where parents usually only access free sessions.

Payment terms:

No deposit is charged. Parents will be invoiced in advance of any chargeable sessions being taken.

Payment is made online by parents through a Parent Mail Account. Details of the account are provided with any offer of a place.

Families accessing chargeable sessions will be issued an invoice half-termly in advance. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in this policy. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Detailed receipts can be issued on request.

Cancellation policy/illness:

Once you have booked a paid place, whether as an ad-hoc session or as part of your child's regular sessions, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays. This applies to lunch-club sessions. You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform the teacher of the reason for any absence.

Unavoidable closure of school:

The school nursery is closed for all of the main school holidays (see school term dates published on the school's website) and also on staff professional development days (see website) and there is no charge on these days. Should school be closed for reasons out of our control (see Emergency Closure Policy) you will not be charged for the sessions affected but any funded sessions missed as a result of an emergency closure cannot be 'banked' or used for afternoon sessions.

Notice period:

We hope that your child will not need to leave our nursery before the end of their nursery years, but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being half a term. Any payment that has been made for a place within your full half-term's notice period will not be refunded if your child leaves before the end of the notice period, and further payment to settle your account will be required to complete your commitment to the end of the half-term

Late payment:

See also The Trinity Federation Debt Management Policy.

In cases where payment is late without prior arrangement, your child's place may be terminated for any chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be dealt with in accordance with The Trinity Federation's Debt Management Policy.

Late collection of children:

If you are going to be unexpectedly late to collect your child, please inform the school administrator by telephone immediately. If you are regularly late there will be additional charges (even if you are only accessing the funded hours). The Nursery reserves the right to impose charges for late collection of children up to £4.00 for every 15 minutes, to cover the additional staff costs incurred.

Policy approved by Finance and Premises Committee: 11.02.2021