

# Charging Policy for Westminster Nursery School

Westminster Nursery School supports the entitlement to free 15 hours early years provision for 2–4-year-olds, and free 30 hours provision for eligible 3-4 year olds. In addition to the free provision extra sessions are available to purchase for 3–4-year-olds subject to availability.

Your child’s free 15 (including 2-year-olds if eligible / and 30 if eligible) hours provision is available from the term following their second or third birthday up until they reach compulsory school age; this is the case for every child, irrespective of background or family circumstances.

During the term of your child’s third birthday, it may be possible to purchase sessions prior to commencement of their 15 hours free entitlement as detailed below.

Children become eligible for free early years provision as follows.

|  |  |
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| **A child born in the period:** | **Will become eligible for a free place:** |
| **1st April to 31st August** | **1st September following child's 3rd birthday**  **(Autumn school term)** |
| **1st September to 31st December** | **1st January following child's 3rd birthday**  **(Spring school Term)** |
| **1st January to 31st March** | **1st April following child's 3rd birthday**  **(Summer school Term)** |

# Rationale

# The Education Act 2002 offered the opportunity to develop the provision of childcare within maintained schools.

# No charge will be made for the Early Years Foundation Stage funded education place of 15 hours per week, however parents/carers may choose to purchase additional hours as available.

# Additional sessions will be available if there is sufficient demand to make them viable and cover existing staffing costs.

# Parents are not obliged to purchase additional hours to secure their free provision.

# Ideally children would attend Westminster Nursery School for 5 *x* 3 hour sessions, morning or afternoon, to fully access the EYFS curriculum.

# The Department for Education advises schools that while the free entitlement at the point of delivery is statutory, provision beyond 15 hours is not and therefore can be charged for (subject to 30 hour eligibility), in line with the power to charge for extended services. See Childcare Act 2006 the Secretary of state code of Practice 2010

# The governing body of Westminster Nursery School makes its charges for additional childcare under Section 27 of the Education Act 2002

**Policy Aims**

* To meet the needs of our local community, by providing parents/carers with the opportunity for extended access to quality nursery education and care for 3 and 4 year olds.
* The government’s free entitlement of 15 or 30 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
* All sessions will be staffed by qualified early years teachers and classroom assistants employed by Westminster Nursery School.
* Provision will be available from 8.30am to 3.30pm five days a week, term time only (from 8.00am is also a possibility, incurring an additional charge (see pricing structures below)
* Review all charges regularly.
* Ensure our charges are fair and affordable.
* The objective of any monetary increase will be to sustain the viability of any extended provision.
* Parents/carers will be given notice of any increased charges in the term prior to its effective date.
* Parents/carers will receive an invoice clearly detailing any additional charges due, which are over and above the 15 hours free educational provision.

**Charging Policy**

* Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision.
* Payment details, terms and conditions and collection arrangements form part of the school admissions policy and procedures.
* The charging policy covers children accessing sessions additional to the Early Year Foundation Stage funded education.
* No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week, but parents/cares can purchase additional sessions as available.
* Charges are based on resource requirements to meet Early Years Foundation Stage and Ofsted regulations.

**Pricing Structures**

* Additional session times and prices are detailed below, please note parents will only be charged for those sessions **not** covered by the free 15 or 30 hours nursery entitlement.

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| **15 hour funded children**  **Additional Chargeable Extras**  (all hours offered are term time only) | | |
| 15 Hour sessions will continue as either  08:30 – 11:30 or 12:30 – 15:30 | | |
| 08:00 – 08:30 | Early Starters Club | £2.50 per day |
| 11:30 – 12:30 | Lunch Club | £5.00 per day |
|  | Additional 3 hour sessions (am and pm, dependent on availability) | £15 per session for 3 and 4 year olds  £16.50 per session for 2 year olds |

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| --- | --- | --- | --- | --- |
| **Options available for children eligible for 30 hours funding**  (all hours offered are term time only) | | | | |
| Option 1 | Monday to Friday 09:00 - 15:00 – 6 hours per day | | | 30 Hours Per Week |
| Option 2 | Monday to Friday 08:00 – 14:00 – 6 hours per day | | | 30 Hours Per Week |
| Option 3 | Monday to Friday 08:30 – 14:30 – 6 hours per day | | | 30 hours per Week |
| Option 4 | Monday to Friday 09:30 – 15:30 – 6 hours per day | | | 30 hours per Week |
| **Additional Chargeable Extras** | | | | |
| 08:00 – 09:00 | | e.g. could be used to extend Option 1 by 1 hour or by 30 minutes. | £5.00 for the whole hour, or £2.50 for either 08:00 – 08:30 or 08:30 – 09:00 (charges are per day) | |
| 15:00 – 15:30 | | e.g. could be used to extend Option 1 by 30 minutes | £2.50 per day | |

A charge of £2.50 per week is requested from all children which is a contribution to school fund to cover snack, consumables, Christmas/summer party etc. 30 hours children that attend both daily sessions will be asked to contribute £5 per week.

**Changes to Sessions**

* Unfortunately, we may not always be able to accommodate short term changes to nursery sessions, such as changing sessions at short notice, due to adult/child ratios determined for Maintained Nursery Schools.

**Payments**

* All fees are payable in advance to secure any non-funded/paid sessions you have chosen for your child.
* Payments by cash or cheque are acceptable. Any charges arising from payment in un-cleared funds will be passed on to parents.
* Refunds **will not** be given for any additional (non-funded/paid sessions for 2 year olds) sessions you have reserved if your child is then absent as staffing provision will already be in place.
* Refunds **will** be given if the nursery is unable to open due to circumstances beyond our control e.g. extreme weather conditions.
* Two weeks notice **must** be given in writing to cancel any additional extended sessions (3 and 4 year old)
* Two weeks notice **must** be given in writing to cancel any non-funded/paid sessions for 2 year olds.
* Two weeks notice **must** be given in writing to cancel Lunch Club provision.
* 1 months notice of holidays must be given in writing in respect of non-payment of Lunch Club and non-funded/paid 2 year old provision.
* Westminster Nursery School reserves the right to charge a £10 non-refundable fee to reserve your child’s place in our 2 year old room, during periods of high demand.
* A contract is issued to families accessing fee paying 2 year old provision which outlines payment details/commitments due to absence, etc.

**Non-payment of Fees**

* Payment of unpaid fees will normally be pursued through the small claims court.
* If payment has not been received within 4 weeks of the date of the invoice then any additional extended sessions your child attends will be withdrawn until payment is received in full.

**Support for Child Care Costs**

* Parents/carers may be eligible to access a range of tax benefits and grants to support child care costs.
* Extended provision charges cannot be met directly from the school budget.

**Review and Monitoring**

* This policy will be reviewed annually.

Reviewed by Finance Committee: Summer Term 2023

Signed by Finance Committee Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ratified by Governing Body July 2023

Date of Next Review Summer Term 2024