St. Augustine's Catholic Primary School

We try to follow Jesus by loving each other and caring for God's world.

Head Teacher: Rachel Swindell Assistant Head: Amy Casey Chair of Governors: Joseph Zammit

NURSERY CHARGING POLICY

Date of last review:	Date of next review:
January 2026	January 2027

1. St. Augustine's Catholic Primary School on-site Nursery:

- The Nursery provides sessional and school hour care for children in the year prior to starting Reception class.
- Nursery childcare is available 9am-3pm, Monday to Friday, term time only and is closed for teacher training days in line with the school calendar.
- 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 funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.
- The entitlement place 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.

2. Free Funded Places:

- All children are entitled to a free funded place for 15 hours a week for the year prior to starting Reception class.
- Funded sessions are from 9am-12pm, Monday to Friday.
- All 5 morning sessions must be attended by each child every week. Requests for changes to this schedule will only be considered upon written application to the Head Teacher.
- 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)
- 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.

3. 30 hours funding entitlement:

- Children whose parents are eligible for the new 30 hours funding entitlement are offered further funded sessions. These run from 12pm-3pm, Monday to Friday although parents are able to book any number of weekly afternoon sessions. Requests for changes to this schedule will only be considered upon written application to the Head Teacher.
- 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.
- Parents must apply for an eligibility code online.
- 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.
- 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.
- 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).

4. Unfunded Childcare:

- Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can book and pay for afternoon sessions from 12pm-3pm, Monday to Friday, term time only.
- These are currently charged at £15.84 per session (£5.28 per hour) and must be booked at the end of each term ready for the next term, and for a term at a time.
- 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 Nursery staff.
- An invoice is produced and issued at the end of each half term. Payment is via our online payments system, Wisepay, childcare vouchers or through a tax-free childcare account. No cash is accepted at the school.
- Payment will still be required for booked sessions even if your child does not attend (see section 9).
- Payment of additional or ad-hoc sessions booked during the half term will be billed at the end of the half term.

5. Lunch:

- Children who are staying from 9am-3pm are invited to bring their own packed lunch or parents can book a hot lunch from our school kitchen via Aspens.
- Hot lunches are charged at £2.61 per meal and are paid via Aspens when booking. No cash is accepted at the school.
- If you are unable to pay these charges, please speak with the Head Teacher – Miss Swindell to discuss the alternative options available.

The alternative options include –

- Waiving or reducing costs

6. Snacks:

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

7. Increase in fees:

Our fees are reviewed annually in January. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the Head Teacher.

8. Payment terms:

- A deposit or registration fee will not be charged for any funded or unfunded places at the Nursery.
- No 'top-up' fees will be charged to subsidise funded entitlements.
- Consumable Charge - There is no additional charge for consumables. Families are to bring in toiletries and personal care products if required.
- 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.
- The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare 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.
- 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 Finance Manager in the main school office. The school has a separate bad debt policy which will be followed where necessary.

- Other charges –
  Late Payments – A fee of £20 will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account.
  Late Collection – No fee

- All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to the Finance Manager finance@st-augustines.norfolk.sch.uk

- Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

- Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked/finalised before the childcare arrangement is formalised.

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

- If your child is absent from school due to illness or an authorised absence there will be no charge.
- 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 £5.28. This charge will be invoiced and payment requested via Wisepay, childcare voucher or Tax Free childcare account.
- The Head Teacher's decision regarding absences is final.

10. Absence during pre-booked unfunded afternoon hours:

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

11. Unavoidable school closures:

- 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.

12. Trips and activities:

- Nursery will 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.

13. Early Years Pupil Premium (EYPP):

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

14. Disability Access Fund

- If your child receives Disability Living Allowance, Nursery may be eligible to receive Disability Access funding.
- Parents need to visit the school office to complete an application form for the Nursery to claim this funding.

15. Complaints

- Our Complaints Policy is issued to all families as part of the registration process. It is also available on the website : https://www.stjohnthebaptist-cmat.org.uk/attachments/download.asp?file=544&type=pdf

- Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Head Teacher Miss R Swindell.

16. Summary Pricing Structure

	£	Details	Payment method
Monday-Friday AM session (9am-12pm)	0	Funding by Universal free 15 hours	n/a
Monday-Friday PM session (12pm-3pm)	0	If eligible for 30 hours funding entitlement	n/a
Monday-Friday PM session (12pm-3pm)	15.84	If not eligible for 30 hours funding or if the eligibility code is not renewed every 3 months	Wisepay, childcare voucher or Tax free childcare scheme
Monday-Friday PM session (12pm-3pm)	0	One session free per week if the child is eligible for EYPP funding	n/a
Hot lunch provided by our school catering staff (if staying 9-3)	2.61	Children can bring a home packed lunch for no cost.	ASPENS only