



Saint Mary's Catholic Primary School

NURSERY CHARGING POLICY

INTRODUCTION

At St Mary's Catholic Nursery and Primary school, we recognise the importance of good quality nursery education and how significant it can be for early language development and future success. Two, Three and four year olds are entitled to 15 hours per week of the Free Early Education Entitlement. At St Mary's we offer these as term time only morning sessions for **PRE-SCHOOL CHILDREN 8:45-11:45** or **30-Hour sessions 8:45-15:30** and for our **Two-Year olds 12:30-15:30** but not a combination or mixture of the two; unless there are mitigating circumstances.

FREE FULL TIME NURSERY ELIGIBILITY

Some children may be eligible for the 30 hours a week free nursery place if they have working parents. Parents can see the eligibility criteria at: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>. If you are eligible please provide us with your national insurance number and funding code.

We also offer afternoon nursery places for 2 year olds, these can be 15 hours funded or paid for sessions from 12:30-15:30pm. If your child is 2 years old and you are not eligible for funding please refer to our 'charging for additional hours' where you can pay for your child to attend afternoon sessions 12:30-15:30pm.

CHARGING FOR ADDITIONAL HOURS

Those parents who are only entitled to 15 hours free nursery education a week, and who would like to increase this to 30 hours, or for parents who are not eligible for the 2 year old funding can pay the school for an additional hours or sessions a week. The Governing Body will charge for additional hours in line with the following:

- Parents are not obliged to purchase additional hours to secure 15 hours Free Entitlement.
- The fee charged will be set by the Governing Body at the daily rate paid to the school, this will be £15 per session.

NURSERY CHARGING POLICY FEES

An additional block of 15 hours is currently charged at a rate of £15.00 a session or £75 per week.

- Payment must be made before the start of each half term.
- Additional hours will not be authorised until payment has been made.
- You can change provider subject to giving us 4 week's notice, if notice is not given, we will claim 4 weeks funding during or in lieu of notice, if your child starts a new setting during these 4 weeks you will be responsible for paying for any hours taken at either setting. If your child joins St Mary's Nursery whilst their 4 week notice period from another setting you will be responsible for their full fee before we can claim funding.
- Failure to pay will result in your child's place reverting to the 15 hours Free Entitlement.
- For any absences, planned or unplanned (including sickness and holidays) full fees are payable to retain a child's place at the nursery. Payments are **non-refundable**.
- The school will **not** refund fees where nursery remains closed due to adverse weather or other circumstances out of the school's control.

Signed:

Headteacher:

Mrs D Douglas

Governor:

Mr P Glaister

Policy Date: September 2023

Review Date: As required.