



HOLYCROSS
CHURCH OF ENGLAND
PRIMARY SCHOOL

POLICY NAME:	Pre-school Charging Policy
DATE AGREED:	June 2025
REVIEW DATE:	June 2026

The Pre-school at Holy Cross supports the entitlement to free 15 hours early years provision for 2, 3 and 4 year olds. In addition, we also offer the 30 hours free childcare to those families who meet the criteria. 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.

Universal free 15 hours (or 30 hours) provision is available from the term following a child's second or third birthday up until they reach the compulsory school age, for every child, irrespective of background or circumstances.

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 additional hours, services, meals or consumables.

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.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

2 year olds

A child born in the period	Will become eligible for a free place
1 st April to 31 st August	1 st September following the child's 2 nd birthday (Autumn term)
1 st September to 31 st December	1 st January following the child's 2 nd birthday (Spring term)
1 st January to 31 st March	1 st April following the child's 2 nd birthday (Summer term)

3 and 4 year olds

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

We aim to ensure our charges are fair and affordable.

The Government's free entitlement which covers 15 hours a week, over a minimum 38 weeks will be maintained at all times subject to session availability.

The Government's free entitlement which covers 30 hours a week, for those parents who meet the criteria, over a minimum 38 weeks will be maintained at all times subject to session availability.

We aim to offer childcare that is flexible and meets the needs of most working parents.

We will ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision charges. The invoice will be itemised to provide clear and transparent information concerning the charge. It will allow parents/ carers to see that the entitlement is received completely free of charge and understand the additional fees that have been applied.

Parents are not required to purchase additional hours in order to access the free provision. However, they are able to do so if they wish and session availability is there.

Hours that children attend breakfast club or after school wraparound club will be included in the funded hours, if these hours exceed the number of funded hours these will be charged at £5 per hour.

Sessions

If your child is not entitled to funding and wishes to attend additional sessions, our fees are charged at £5 per hour for every hour over their funding entitlement.

Additional charges

These additional charges apply to all pre-school users regardless of whether you are taking advantage of the 15/30 hours' free entitlement.

Lunch (if requiring a school meal)	£2.75
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All fees will be charged unless specific arrangements have been agreed and whilst the child attends pre-school. Families wishing to terminate their pre-school place must provide 4 weeks notice in writing. 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 pre-school 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.

Fees are reviewed annually in July. Families will be given at least 6 weeks' notice of any changes, and given the opportunity to discuss their options with the Headteacher.

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.

If you are unable to pay these charges, please speak to the Headteacher to discuss alternative options available.

Payment

All families will be issued and invoice on a termly basis, and the payment amount will be uploaded to My Child at School, where payment should be made.

The invoice will be itemised to provide clear transparent information concerning the charges as agreed. It will allow parents/ carers to see that the entitlement is received free of charge and understand additional fees that have been applied.

It is essential fees are paid on time. Fees are invoiced termly. The date the invoice is due to be paid will be printed on the invoice, this will usually be 10 working days unless otherwise stated. Ad hoc invoices are issued and due immediately.

Childcare must be paid for immediately to secure a child's place and allow for staff planning.

Any account falling into arrears will trigger the following procedure:

- A polite reminder that fees are due
- Reminder to say fees are now overdue
- If the account falls into arrears a reminder invoice will be issued to bring the account up to date within 5 working days.
- If this fails a letter will be issued informing that if the account is not paid in full within 5 working days, the account will be referred to the DEMAT finance team to recover.

Absence

Fees will be charged for periods of absence, including family holidays in non-funded hours. Please be aware that extended periods of absence may impact your child's funding.

Trips

Any charges for any trips undertaken will be agreed with families in advance.

