



St. Martin at Shouldham  
Church of England Primary Academy  
*Respecting, Generous, Achieving*

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## NURSERY CHARGING POLICY

Date presented to Governing Body:	21/11/23
Date ratified by governors:	21/11/23
Due for review:	Annually

### **Funded childcare**

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.

There are 3 types of funding parents may be entitled to  
2 year old Funding, 3 and 4 year old Early Education - 15 hours and 3 and 4 year old Early Education - 30 hours.  
St Martin at Shouldham only offer 3 and 4 year old funding.

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.

### **2 year old Funding**

Two year old funding is allocated to children the term after their second birthday. This is means tested funding and not universal for all two year olds. Norfolk County Council contact those eligible with a letter.

### **3 and 4 year old Early Education - 15 hours**

All families in England with 3 and 4-year-old children are eligible for 15 hours free Early Education/Childcare. This is allocated to children the term after their third birthday.

### **3 and 4 year old Early Education 30 Hours**

For families where both parents are working (or the sole parent is working in a loneparent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year.

### **St Martin at Shouldham Nursery Opening Hours**

The Nursery School provides **Early Education** Monday to Friday during term time. Children attend within the following hours;

8.45 am – 11.45am for 3 and 4 year olds Monday to Friday (Morning Session)

### **Charged Hours**

A morning session (8.45am-11.45am) will be charged at £13.00

In line with Norfolk County Council policy, parents will be asked to complete a termly claim form, indicating where they would like to claim their child's free early years entitlement. Parents will be charged for any session's that their child attends that has not been claimed for.

A half term's notice will be required if parents wish to cancel paid hours. The cancellation of the free entitlement sessions can be made at any time. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels.

Parents will only be invoiced for those sessions not covered by the free nursery entitlement.

**For example, parents of a 3 or 4 year old eligible for funding attending 5 morning sessions of 3 hours per week term time of 38 weeks would not make any payment, provided that the nursery entitlement is not being claimed at any other providers.**

### **Notice of increase in fees**

If we need to increase fees, we will give a minimum notice of one term.

### **Vouchers**

We are able to accept childcare vouchers for chargeable sessions. You can speak to the school office for more information.

## **Tax Free Childcare**

For working families, including the self-employed, **in the UK** with **children under 12 (or under 17 if disabled)**. For every £8 you pay in, the government will add an extra £2, up to £2,000 **per child**. Parents of children who will be under 4 on 31st August, and parents of disabled children, can apply now.

## **Booking**

Please fill in the Booking Form provided or speak to the School Office.

## **Payment terms**

Payment amounts are logged onto the School Money online payment system and a notification is sent by text and email. This is also followed by an invoice detailing funded hours and hours charged.

This will state when payment is due by.

## **Collection Arrangements**

When bringing your child to school you must hand them directly to a member of staff who will be waiting at the door of the class and will register the child. Please always let the Nursery know who will be collecting your child. The Nursery reserves the right to impose charges for late collection of children of £5.00 for every 15 minutes, to cover the additional staff costs incurred.

## **Payment methods**

Payment is online through the School Money Account.

## **Cancellation policy/Illness**

Once you have booked a paid session, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays. 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 any absence.

## **Unavoidable closure of school**

Should school be closed for reasons beyond control, you will not be charged for the sessions affected.

## **Notice period**

We ask that parents give as much notice as possible, with the minimum being one month. Any payment that has been made for a place within your months' notice will not be refunded and further payment will be required to complete your commitment to the end of the month.

**Late payment fees/debt collection policy**

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

**Please speak to the School Office if you need help completing forms.**

This policy has been discussed and agreed by the Headteacher and Nursery Manager at St Martin at Shouldham.

Headteacher- Mrs Katherine Howe

Nursery Manager- Mrs Sally Morley

Date- 21/11/23

Review Date: November 2024