

Nursery Charging Policy

At St John's Cathedral Catholic Primary School and Nursery we know that we are Loving to learn; Learning to love.

Introduction

The Nursery intends to support parents in providing a setting that will nurture and develop their children within a caring, stimulating and safe environment. We value our relationship with parents and carers and aim to offer a service that meets the changing demands of our local families.

Section 1 – Policy aims

- To ensure that the government's universal 15 hour funding will continue to be available to parents of 3 year olds over a minimum of 38 weeks subject to session availability
- To ensure that the government's 30 hour funding will be available to working families
- To ensure that the childcare offered meets the needs of local families, including working families and those with siblings at the school
- To ensure that any top-up fees are optional, affordable and fair
- To set out the top up charges and the systems for collecting fees
- To review charges regularly

Section 2 – Government Funding

Families who wish to accept a place for their 3 or 4 year old under the universal funding option will be offered 5 sessions per week, either morning or afternoon. There will be no charge to parents

Families who are eligible for the 30 hour funding option and wish to accept a place will be offered 5 morning sessions and 5 afternoon sessions per week. There will be no charge to parents. However, if they wish the child to stay all day – 8.40am until 3.40pm (to coincide with the school day) there will be a £5.00 charge for the additional hour per day and the child will need to bring a healthy packed lunch.

Section 3 – Top-up Charges

To meet the needs of local families, the following options are offered – subject to availability

- The top-up charge is set for 2023-2024 at **£5.00 per additional hour**
- Families who receive 15 hour funding are able to purchase additional block sessions so that they are able to attend Nursery from 8.40am-3.40pm Monday to Friday.
- Families who receive 30 hour funding are able to purchase an extra 1 hour per day so that their child can attend Nursery from 8.40am-3.40pm. There is no obligation to take this additional hour each day, the child can be collected for the lunch hour or collected at 2.40pm
- To avoid unfilled sessions and to minimise disruption, top up hours must be bought in blocks eg full weeks for the whole half term. We cannot offer individual or flexible hours

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| 3 year old receiving universal funding | Mon-Fri 8.40am-11.40am No charge |
| 3 year old receiving universal funding who wants to attend Nursery full time | Mon-Fri 8.40am-3.40pm 15 hours free+£100 per week |
| 3 year old receiving 30 hour funding | Mon-Fri 8.40am-11.40am and 12.40pm-3.40pm Or 8.40pm-2.40pm No charge |
| 3 year old receiving 30 hour funding who wants to attend Nursery full time | Mon-Fri 8.40am-3.40pm 30 hours free+ £25 per week |

Section 4 – Payment

- Payment must be paid in full at the beginning of each month and a receipt will be issued
- Payments – cash or cheque should be paid to the school office
- Cheques should be made out to ‘St John’s Cathedral Catholic Primary School’
- Fees are still payable should a child be absent for any reason. If a child has an unavoidable absence over 3 weeks, please speak to the Head Teacher about a possible reduction in fees
- Should a parent wish to remove their child from the Nursery, 4 weeks’ notice is required

Section 5 – Non-Payment

- If you encounter difficulties paying the fees, please speak to the Head Teacher as soon as possible
- A reminder of non-payment will be sent after 2 weeks if fees have not been paid and this will be followed up by another reminder the following week
- If fees have not been paid within 4 weeks of the start of the half term, then the child’s place will be at risk

Section 6 – Voluntary Contributions

On occasions, voluntary contributions may be requested to cover the cost of enrichment activities or trips. No child will be excluded if a contribution is not received, although it may result in the activity being cancelled if it is financially unviable

Section 7 – Setting Closures

No charge will be made for closures due to bank holidays, INSET days or the Nursery being closed in unforeseen circumstances

Monitoring and Review

The policy will be reviewed every 2 years

This policy agreed on: 6th December 2022

By: The Governing Body

The policy will be reviewed in: December 2025