

# Nursery Charging Policy

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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 additional 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 £6.00 charge for the additional hour per day and the child will need to have a school dinner or bring a packed lunch from home.

## 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 2026-2027 at **£6.00 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

3 year old receiving universal funding	Mon-Fri 8.40am-11.40am <b>No charge</b>
3 year old receiving universal funding	Mon-Fri 12.40am-3.40pm <b>No charge</b>

3 year old receiving universal funding who wants to attend Nursery full time	Mon-Fri 8.40am-3.40pm 15 hours free+£120 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+ £30 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 reviewed on: 27.01.26

By: The Governing Body

The policy will be reviewed in: January 2028