



Our vision is *to enable children to become lifelong learners by creating a safe and inclusive learning environment that nurtures individuality and enhances potential*

Our values:

- ☞ *We're imaginative - we're creative thinkers and doers*
- ☞ *We're curious - we encourage inquisitiveness and risk taking*
- ☞ *We're proud - we take pride in our school and want everyone to succeed*
- ☞ *We're courageous - we understand that we learn from our mistakes*
- ☞ *We're original - we celebrate difference*

### Additional Nursery Hours Charging Policy

September 2022

<b>Date agreed by Pupil Welfare Committee/ Governing Board</b>  6 <sup>th</sup> October 2020	<b>Signature of Chair of the committee or Co-Chair of Governing Board</b>
<b>Date agreed for review</b>  Autumn 2021	<b>Frequency of Review</b>  Annual/Bi-annual/3-year cycle
<b>Responsibility for Review</b>  Pupil Welfare Committee /Headteacher	<i>C. M. Harris</i>

The Headteacher reviews this policy annually and considers any amendments in light of the annual finding and reports to the Pupil Welfare Committee, who will report the outcome of any changes to the full governing body annually, or earlier if considered necessary.

This charging policy is a provisional one due to possible fee increases, and will **take effect from 1<sup>st</sup> September 2022**.

Fee paying hours (additional hours), in addition to the 3 hours/day (15 hours/week) free Nursery entitlement, will be offered in 3.5 hours/day (17.5 hours/week) terms only. There is no flexible allocation available.

The following provisional charges will be levied for additional hours over the entitlement of 3 hours/day at the following rates:

1. £7.14\* per hour for the first child in the family (£25\*/ day, £125\*/week).
2. A 25% discount of the hourly rate will apply for each sibling. Siblings will be charged £5.36\*/hour (£18.75\*/day, £93.71\*/week).
3. School lunches will be charged at £2.50\*/day/child (£12.50\*/week) for all children not eligible for Free School Meals. No sibling discount available.
4. Late pick-ups will be charged an additional £5.00\* for every 15 minutes, or part thereof, after the Nursery sessions finishing time. This charge must be paid within 24 hours and is separate from any other payments.

5. Absences, including time off for sickness, will be charged at the full rate. Only in exceptional circumstances would charges be waived for non-attendance. The school reserves the right to make a decision on the level of charge in such circumstances.
6. Children must not attend the Nursery if they are unwell with a temperature, diarrhoea, vomiting or any other infectious illness. Children with diarrhoea or vomiting should not return to the Nursery until they have been well for 48 hours. Please let the school know if your child has these symptoms.
7. One month's notice must be given to withdraw any additional hours offered. Notice extends to both the parents/carers and the school. Cancellations without notice will require all outstanding Nursery fees and the one month's notice Nursery fees to be paid.
8. Failure by parent/carer to pay for additional hours will result in the additional hours being withdrawn immediately. On no account will charges for childcare be allowed to accumulate for more than a 2 week period.
9. Additional hours will be calculated on a cumulative basis over a monthly period and must be paid for at least 1 month in advance.
10. Preferred payment method is a bank transfer by direct debit. Cash and cheque payments will need to be agreed separately.
11. An enrolment fee of £250\* is required to secure a place for each child. This fee is non-refundable if the place is not taken up, is cancelled by parent/carer, your child leaves the Nursery within a period of 6 months or no monthly payments are received on time.
12. Childcare vouchers can be accepted as payment for additional hours.

\* These are the charges for the academic year 2020-21 and are only provisional for the academic year 2022-23 and are subject to annual increases.