



**HILLSBOROUGH**  
NURSERY & PRIMARY SCHOOL

# Nursery Charging Policy

<b>Author:</b>	-
<b>Committee:</b>	-
<b>Last Review/Update:</b>	-
<b>Level of Change:</b>	-
<b>Next Review:</b>	-

**Believe. Belong. Become.**



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## Introduction

At Hillsborough Primary School children are entitled to 15 or 30 hours of free education each week term time only, taken flexibly in various combinations of full and part days. For those that require it, additional sessions above the 15 hours may be available.

## Delivery of the 15 hours free entitlement

Parents choose between am, pm, 2 ½ days Monday to Wednesday am, Wednesday pm to Friday and 30 hours to those entitled.

Morning session (am session)- 9:00am – 12:00pm

Afternoon session (pm session)- 12.00pm – 3.00 pm

30 hours/Fulltime -Monday to Friday 9:00am – 3:00pm

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## Additional hours

Sometimes the option of extending the 15 hours free entitlement is needed. Parents are required to **pre-book and pay for additional provision**, with ParentPay, which could be sessions or full days.

Additional hours during the school day will be offered **space permitting**, and will be charged as below.

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## Charges

Charges for sessions are as follows:

### **£5.06 per hour / £15.18 per session (am/pm)**

- The hourly cost is subject to change in line with the Local Authority's annual price increases
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## Conditions of offering additional hours and charging

- Payment must be paid **a month in advance**. The deadline of this would be the last day of the month.

- Payments are to be made direct to us via **ParentPay**. You will be invoiced on a monthly basis.
- Letters for activating ParentPay will be provided.

### **Late Payments**

**ONLY TWO LATE PAYMENTS** in any one term will be permitted per child.

This is non-negotiable and your child's place will automatically be cancelled upon a third late payment.

A letter of this will be sent informing you of this should the circumstance arise.

Reductions will be made to your monthly payments in case of training days.

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### **Cancellation of place / waiver of payment**

#### **Illness:**

Unfortunately, a place has been booked and reserved for your child's sessions and therefore must be paid for. **No refund can be given if your child is absent due to illness.**

#### **Holidays:**

4 weeks' notice must be given in writing in order for payment be waived. Please provide inclusive dates when your child will be on holiday and therefore not require their sessions. You should also inform the main school office when your child will be absent due to appointments.

#### **Extra sessions:**

When you choose to pay for extra sessions, these will be **rolled over from term to term unless you tell us otherwise.**

You may cancel your child's place at any point giving **one month's notice in writing.**

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**Please complete and detach the slip below and return to the main school office**

I have read and understood the terms and conditions supplied to me regarding  
additional  
Nursery additional hours/sessions

**Child's Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(person with parental responsibility)**

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_