

**Hillside  
School**



**Primary**

**Hillside  
School  
Charging**

**Primary  
Nursery  
Policy**

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**The Active Learning Trust**  
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Hillside Primary School Nursery offers 15 hours free entitlement to Early Years childcare for 3 and 4 year olds. Pupils are entitled to 15 hours of free provision starting the term after their third birthday. This provision can be accessed for 38 weeks of the year, during school term times.

In addition to this, Hillside Primary School Nursery also offers 30 hours free Early Years childcare for 3 and 4 year olds for those families that qualify for it. Again, this provision can be accessed for 38 weeks of the year, during school term times.

The Nursery also offers a lunch club. Lunch club cannot be part of the 15 hours of free entitlement, as this is not educational provision. Children attending lunch club must be provided with a packed lunch from home.

A charge will be made for any additional morning or afternoon sessions that are accessed over the 15 hours free entitlement (where the family does not qualify for 30 hours free childcare). Sessions are in three hour blocks and cannot be split into singular hours.

### **Charges**

Lunch club will be charged at £4.00 per lunchtime.

Each additional morning or afternoon session (outside any free entitlement) will be charged at £15.00.

### **Payment Terms**

Lunch club fees will be invoiced monthly in advance via Iris ParentMail and will need to be paid within 30 days of receipt of the invoice. If payment is not received our debt procedures will be followed and could result in the nursery lunch club place being withdrawn.

Working families wishing to access the 30 hours free Early Years childcare for 3 and 4 year olds must ensure that they have applied for and received their 11 digit eligibility code during the term **before** they wish to claim the hours. In order to keep the eligibility code active, the parents must confirm that their details are correct every 3 months. It is the parents' responsibility to do this. If the eligibility code is not received in time, or the details are not reconfirmed in time and the eligibility code becomes invalid, the school will not be able to claim funding for the additional 15 hours and so the parents will be required to pay for the additional sessions, which will be charged at the usual rate (£15.00 per session). If payment is not received our debt procedures will be followed and could result in the nursery place for additional hours being withdrawn.

Parents must fully complete the Suffolk County Council Parent Authorisation Form (PAF) in order for the funding to be claimed.

If chargeable additional sessions are required at any time, these must be booked through the school office, at least a week in advance, and cannot be guaranteed. Fees for additional sessions will be invoiced for on a monthly basis, in arrears.

If your child is absent through sickness or due to a holiday, fees for lunch club and additional sessions will still need to be paid.

If the nursery is closed by the school, any fees already paid for lunch club and additional sessions will be reimbursed.