



Sitwell Nursery & Infant School

Nursery Charging Policy

Statement of intent

Sitwell Nursery & Infant School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school. We will work with parents to claim benefit entitlement related to nursery fees such as working tax credits and free childcare entitlement.

Childcare is provided Monday to Friday, term time only and Nursery will be closed for teaching training days in line with the school calendar. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

This policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner. Parents should be aware of, and given access to, this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- The UK General Data Protection Regulation
- Data Protection Act 2018
- The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended)
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016 (as amended)
- DfE (2018) 'Early years entitlements: operational guidance'
- DfE (2018) 'Early education and childcare'

Fees

Parents are charged for care provided outside of the following provision:

- Universal 15 hours free provision a week for all three to four-year-olds
- Extended 30 hours free provision a week for eligible three to four-year-olds
- Extended 30 hours free provision a week for children in foster care

The charges are as follows:

- £3.00 per day for lunchtime supervision and £2.60 for each lunch provided (children are able to bring packed lunch from home instead)
- £18.00 per additional afternoon session (available for all children eligible for 15 hours provision)
- £3.00 per day for additional 0.5 hours provision on top of full 30 hours extended entitlement (delivered from 8.45 – 9.00am and 3.00 – 3.15pm each day)

Parents must book the required additional sessions for each week at least 24 hours in advance. The 30 hours free childcare offer cannot be used to pay for meals, other consumables, e.g. nappies or sun cream, additional hours or additional activities e.g. trips. The school may charge a fee for these additions.

Eligibility for 15 hours free childcare for three- and four-year-olds

All children in England can receive 570 hours free childcare per year. At Sitwell Nursery & Infant School, these hours are taken as 15 hours a week for 38 weeks of the year.

Funded sessions are from 8.45 – 11.45am, Monday to Friday. These 15 hours of free childcare are available from the term following a child's third birthday. The school will ask parents to complete a form prior to their child starting nursery to help us ensure they receive their free childcare hours.

Eligibility for 30 hours free childcare extended entitlement

Children whose parents are eligible for the 30 hours funding entitlement are offered further funded sessions. This extended entitlement is provided through daily afternoon sessions, meaning the children attend Nursery for 6 hours per day.

Parents of three- and four-year-olds must meet the eligibility criteria below to be eligible for the extended 30 hours free childcare. These are as follows:

- The parent of the child, and the parent's partner, where applicable, is seeking the free childcare to enable them to work
- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage – this funding limit does not apply if a parent is self-employed and started their business less than 12 months ago

Where one or both parents are in receipt of benefits in connection with sickness or parenting, they will be treated as though they are in paid work. Where one parent in a couple household is in receipt, or could be entitled to be in receipt of, specific benefits related to caring, incapacity for work or limited capability for work, they are treated as though they are in paid work.

Parents are not eligible if:

- The child does not live with them.
- The parent or their partner has a taxable income over £100,000.
- The parent is from outside the EEA and their UK residence card says they cannot access public funds.

Parents will check their eligibility for the scheme by using the government's [Childcare Choices](#) website or the childcare calculator. If parents are eligible, they will be directed to the digital childcare service to apply.

Eligible parents must provide the school with their unique eligibility code, National Insurance number and child's date of birth, along with their written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code – parents are encouraged to do this as soon as possible, as they can only start their 30 hours free childcare the term after receiving a decision from HMRC. The eligibility code must be provided every 3 months by the parent in order for this entitlement to continue. It is the responsibility of HMRC to notify parents that they are required to re-apply for eligibility and the parent's responsibility to notify school when eligibility has been confirmed.

The school will retain paper copies of documentation to enable the LA to undertake audits and fraud investigations; however, in line with the Data Protection Act 2018, it will be stored securely and deleted when there is no longer any good reason to keep the data.

If parents cease to meet the eligibility criteria, they will receive a grace period where they will continue to receive the 30 hours free childcare. A child who becomes ineligible during the first half of a funding block will be funded until the end of that following funding block or for as long as they remain under the compulsory school age, whichever is shorter.

Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment. A child will not be able to take up their 30 hours free childcare place if their parents become ineligible before the child has started at the school.

30 hours free childcare can be claimed at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-free Childcare.

Eligibility for extended entitlement for children in foster care

A child in foster care will be entitled to an additional 15 hours childcare per week (30 hours free childcare per week total) provided that the child is aged three, but below the compulsory school age, and the criteria below are met:

- Accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision making.
- In single foster parent families, the foster parent holds additional paid employment outside of their role as a foster parent.
- In two foster parent families, both partners hold additional paid employment outside of their role as a foster parent.

To receive their free childcare allowance, foster parents will apply directly to the LA by completing the LA's eligibility form. The school can provide this form on request. Foster parents will be required by the LA to reconfirm their eligibility every three months.

Unfunded Childcare

Additional hours – morning only provision

Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can book and pay for lunchtime and afternoon sessions each day, if required. All sessions must be booked at least 24 hours in advance on the Arbor Parent Portal.

The lunchtime session begins at 11.45am and ends at 12.15pm. Lunchtime staffing supervision is charged at £3 per day and if parents choose a school dinner, this is charged at £2.60 per day. *Please note that the school meal has to be ordered and paid for directly through ParentPay each day.*

The afternoon session begins at 12.15pm and ends at 3.15pm. This is charged at £18 per day. Parents are able to book single days or whole weeks, as required.

All bookings must be made at least 24 hours in advance. Once booked, these sessions cannot be cancelled or refunded. Payment will still be required for booked sessions even if your child does not attend.

Additional hours – full day provision

Children who receive the extended entitlement for 30-hour provision are offered additional childcare as we extend the beginning and end of the nursery day so it is in line with the rest of the school. We know that many parents have older children in school, so we offer this to make the morning drop off and afternoon pick up much more manageable. This means that these children are in school from 8.45am to 3.15pm each day, which equates to 32.5 hours provision each week. The additional hours are 8.45am – 9.00am, and 3.00 – 3.15pm, which is an additional half an hour every day.

Parents will be charged £3 per day for this additional provision. An invoice is produced monthly in advance and payment must be made within 2 weeks.

Drinks & snacks

Nursery children receive a free funded portion of fruit during each morning session. Children do not need to bring any additional snacks or food into school, unless this is a packed lunch to be eaten during lunchtime.

Nursery children currently receive a free portion of milk funded by the school during each morning session. All children are required to bring a water bottle into school with them each day. This will be filled up with cold water for the children to drink during the day. This will be sent home at the end of their session and should be returned every morning.

Payment terms

All payments must be made through the Arbor Parent Portal. Childcare vouchers or tax-free childcare accounts are also accepted. **No cash is accepted at the school.**

Once an invoice is raised for additional hours fees, payment must be made within 2 weeks. A reminder will be sent if payment is not received after this time period. Additional hours will be stopped for your child if payment is not received before the next invoice is raised.

Payment will be required when a child is on holiday or absent, as the nursery must hold the child's place during this period and staff rotas are based on current nursery numbers. If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether the place will remain open for the child. The nursery's decision is final.

If you have any issues with making payments, please speak to the School Business Manager.

Late collection

Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift or during their lunchtime. This incurs a cost which will be passed on to the parents. In line with the Nursery Contract, this will be charged at £10 for the first half hour and £5 for every 15 mins thereafter. These costs will be added to your payment account to be paid immediately. If this happens regularly, we reserve the right to terminate your contract and release your child's place.

Early Years Pupil Premium (EYPP)

When school submits the claim for the funded hours, we will automatically ask the Local Authority to check if a family is eligible for EYPP. Once the funding has been confirmed by Early Years Finance, it will be allocated following a needs analysis, and we will then identify appropriate resources and support to progress children's learning and development.

Disability Access Fund

If your child receives Disability Living Allowance, nursery may be eligible to receive Disability Access funding. Please inform the School Business Manager if you receive this for your child so we can make a claim for additional funding for school.

Educational visits and activities

Nursery may run a small number of educational visits and activities throughout the year. Due to additional costs to the school, parents will be asked for a voluntary donation towards the activity for additional resources or trip costs such as coaches and entrance fees. We will make you aware of these as they are planned. This fee should be made via Arbor Parent Portal.

Unavoidable school closures

Nursery is closed for the main school holidays and training days. Should the nursery be closed for reasons beyond our control, such as adverse weather conditions, you will still be charged for any pre-booked unfunded lunchtime/afternoon sessions as the nursery will still need to cover staffing costs.

Funded sessions will not have any additional charges for parents as the school can claim Local Authority funding for short term school closures.

Increase in fees

If we need to increase fees for unfunded provision, we will give you one terms notice.

Termination of contract

Should you wish to terminate the contract for any reason, we require at least four weeks' notice in writing. Notice periods are charged for.

Summary pricing structure

Provision	Cost £	Details	Payment method
Monday – Friday morning session (8.45 – 11.45am)	NIL	Universal funding for free 15 hours of childcare	N/A
Monday – Friday full day session (9.00 – 3.00pm)	NIL	If eligible for 30 hours extended funding entitlement	N/A
Additional 0.5 hour provision per day (8.45 – 9.00am & 3.00 – 3.15pm)	£3 per day	Extension of nursery hours for those eligible for 30-hour provision to be in line with full school day	Arbor Parent Portal
Lunch session (11.45 – 12.15pm)	£3.00 per day	This is to cover staffing costs to maintain ratios	Arbor Parent Portal
Meal provided by school caterers	£2.60 per meal	School lunch can be taken or packed lunch can be sent from home for no cost	School lunch to be ordered and paid for on Parent Pay
Monday to Friday afternoon session (12.15 – 3.15pm)	£18.00 per session	If not eligible for 30 hours funding or if the eligibility code is not renewed every 3 months	Arbor Parent Portal
Consumables	NIL	No charges will be made for consumables	N/A
Snacks	NIL	No charges will be made for snack/milk, as these are provided free by school	N/A

*This policy will be reviewed annually in the Autumn term.
Autumn 2025*