Growing hearts and minds

Sheriffhales Primary School and Preschool

Charging Policy

Issued by:	The Headteacher and The Governing Body
Date:	March 26
Review date:	March 27

Free Nursery Provision / Universal Offer:

All parents of children aged 3-4 years old are entitled to 15 hours per week, term time only, funded nursery provision, available from the term after their child's third birthday.

At Sheriffhales Primary School Preschool, our universal offer of 15 hours is Monday to Friday mornings, from 8.50am to 12.00pm or 2 full days, 8.50am-3.10pm and 2hours 20 mins on the morning of third day, 8.50am-11.10am with additional charge for 40 mins of £3.50.

Extended Offer:

Afternoon nursery sessions are our extended offer.

An afternoon session runs from 12.50pm until 3.10pm.

Any extra hours booked over our universal offer of 15 hours per week entitlement will be chargeable*.

Unused universal hours cannot be transferred to afternoon sessions.

*Depending on personal circumstances, parents may be entitled to apply for 30 hours funding which can then be used to pay for these sessions. Parents can check their eligibility for 30 hours free childcare at

https://www.gov.uk/apply-30-hours-free-tax-free-childcare

The Government provides free 30 hour placements for families where both parents work and earn a minimum amount (criteria apply). To access this funding, you need to apply before each term starts and you need to obtain a tax code from HMRC.

Paid sessions:

Those parents who are only entitled to 15 hours free nursery education a week, and who would like to increase this to up to 30 hours, can pay the school for additional hours a week. The cost of the full 3-hour morning session, 8.50am-12pm, is £15 per day, an extra £5 is charged if you require you child to stay the extra 1hr for lunchtime supervision, this session would be 12-12.50pm. A full 3-hour afternoon session, 12.50-3.10pm, is £15 per day. A paid for full day, 8.50am-3.10pm is £30.

If parents choose to use their 15 universal hours across 2 full days, this covers 6 hours 20 minutes per day, 8.50am – 3.10pm, this means your child will have 2 hours 20 minutes of funding remaining for the third day. However, as a typical morning session is longer than the 2 hours 20 minutes of funding left, there will be a small top-up charge of £3.50 to cover the remainder of that session.

Afternoon sessions do not include lunch, which parents must provide or source through school.

Lunchtimes:

If a child is accessing a full day from 8.40am until 3.10pm then lunch supervision will be charged as part of the entitled 15 hours free.

Lunch supervision will be charged at £5.00 (12:00-12:50pm) if these hours are not covered by your child's free entitlement.

Where children are attending preschool for a full day, parents must provide lunch. This must be either a healthy packed lunch or alternatively, school hot lunches or cold packed lunches can be ordered at a cost of £3.10, payable through the school's online payment system. Payment may not be made in cash.

All lunch payments for children not entitled to free school meals are subject to the Debt Management Policy.

(All children become eligible for free school lunches from Reception class up to the end of year 2).

Additional costs:

Government funding does not cover the cost of meals, snacks, consumables such as nappies, additional hours beyond a parent's entitlement or services. Occasionally, we may ask for a voluntary contribution to cover special events such as themed days, trips out or visiting theatre companies.

Children attending morning preschool sessions should have a healthy snack sent from home. Children in our morning nursery sessions are provided with a piece of fruit.

Wraparound care:

Preschool children cannot be accommodated by Breakfast Club other than in exceptional circumstances and at the headteacher's discretion. Preschool children cannot be accommodated in After School Club.

Notice of increase in fees:

Charges for sessions will be reviewed annually by the Sheriffhales Primary School Governing Body, when an incremental increase in fees may be applied. If we need to increase prices, we will give notice of no less than half a term.

Attendance:

A regular pattern of attendance will be agreed with parents at the time of a place being offered. Should the agreed regular pattern of attendance need to be altered during a school year by a parent, then the school require half a term's notice in writing. Whilst staff will do their best to accommodate a requested change to a child's regular sessions, it cannot be guaranteed due to limits on pupil numbers in our setting and staffing ratios.

Booking of 'ad-hoc' additional sessions:

We recognise that on rare occasions parents may need to book ad-hoc, additional sessions in the preschool. Again, staff will always do their best to accommodate this type of request but please give us as much notice as possible and wait for confirmation of a place in a session being available, places are not guaranteed.

Sessions must be booked in advance to ensure adequate staffing levels.

Afternoon sessions and lunchtime supervision are chargeable and ad-hoc sessions will be included on a parent's next invoice or invoiced separately where parents usually only access free sessions.

Payment terms:

No deposit is charged.

Parents will be invoiced in advance of any chargeable sessions being taken.

Payment is made online by parents through the school's online payment system.

Details of how to pay are provided with any offer of a place.

Families accessing chargeable sessions will be issued an invoice half-termly in advance.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in this policy. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied. Detailed receipts can be issued on request.

Cancellation policy/illness:

Once you have booked a paid place, whether as an ad-hoc session or as part of your child's regular sessions, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays. You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone the school office to notify them that your child is not attending.

Unavoidable closure of school:

The school's preschool is closed for all of the main school holidays (see school term dates published on the school's website) and also on staff professional development days (see website) and there is no charge on these days. Should school be closed for reasons out of our control, you will not be charged for the sessions affected but any funded sessions missed as a result of an emergency closure cannot be 'banked' or used for afternoon sessions.

Notice period:

We hope that your child will not need to leave our preschool before the end of their preschool years, but we require notice in writing if your child will no longer be attending.

We ask that parents give as much notice as possible, with the minimum being half a term.

Any payment that has been made for a place within your full half-term's notice period will not be refunded if your child leaves before the end of the notice period, and further payment to settle your account will be required to complete your commitment to the end of the half-term.

Late payment:

See also Sheriffhales Primary School Charges and Remissions Policy.

In cases where payment is late without prior arrangement, your child's place may be terminated for any chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to.

Any outstanding debts will be dealt with in accordance with Sheriffhales Primary School and Preschool Debt Management Policy.

Late collection of children:

If you are going to be unexpectedly late to collect your child, please inform the school administrator by telephone immediately. If you are regularly late there will be additional charges (even if you are only accessing the funded hours). Regularly late is more than three lates in a half term. The preschool reserves the right to impose charges for late collection of children up to £4.00 for every 15 minutes, to cover the additional staff costs incurred.