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 Preschool provision, available from the term after their child's third birthday.

The tables below show the session options available using either 15 funded hours or 30 funded hours. **Please note that children are required to attend a minimum of two sessions each week. From September 2027 this will increase to 4 sessions a week.**

Options for Using Your Child's 15 Funded Hours

Session type	Sessions per week	Hours per day	Total hours per week	Additional charges
Morning sessions	x5 mornings	3 hours	15 funded hours	**No additional charge**
Morning sessions	x4 mornings	3 hours	12 funded hours	**No additional charge**
Morning sessions	x3 mornings	3 hours	9 funded hours	**No additional charge**
Morning sessions	x2 mornings	3 hours	6 funded hours	**No additional charge**
Full day	x1 full day	6 hours	6 funded hours	**No additional charge**
Full days	x2 full days	6 hours	12 funded hours	**No additional charge**
Full day + morning session	x1 full day + x1 morning session	6 hours + 3 hours	9 funded hours	**No additional charge**

Options for Using Your Child's 30 Funded Hours

Funding entitlement	Session options	Hours per session	Additional charges
30 hours funded childcare	Combination of full days and morning sessions	Full day: **6 hours** Morning session: **3 hours**	No additional charge for funded hours.

Charges for Additional Hours and Extra Items

Session type	Hours	Charge
Full day	6 hours	**£30.00**
Morning session	3 hours	**£15.00**
Hot lunch	—	**£3.10 per day**

Extended Offer:

Afternoon Preschool sessions are our extended offer.

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

We do not offer afternoons only.

*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.**

Costs of 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 a morning session, 8.40am-11.50am, is £15 per day. A morning session extended to a full day will attract an additional £15 charge. A paid for full day, 8.50am-3.10pm is £30.

**Charges for Additional Hours and Extra Items **

Session type	Hours	Charge
Full day	6 hours	**£30.00**
Morning session	3 hours	**£15.00**
Hot lunch	—	**£3.10 per day**

Please note that from September 2027, children will be required to attend a minimum of four sessions per week.

Lunchtimes:

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 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). Preschool children are not eligible for free school meals.

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.

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, due to staffing ratios. 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 and weekly hours:

A regular pattern of attendance at a week's session will be agreed with parents at the time a place is offered. Hours can be changed on a termly basis depending on availability. **We are not able to accommodate changes to hours mid-term**. If you wish to change hours, we require 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/ charging existing days:

We are not able to offer ad-hoc additional sessions.

We will try to accommodate ad-hoc swaps of days, depending on availability due to staff ratios.

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. Parents will be sent a termly breakdown of free hours and any additional charges for the previous term (3 per year).

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 a term's notice in writing if your child will no longer be attending.

Payment must be made a term in advance, any payment that has been made for a place within your full 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 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 of £4.00 for every 15 minutes or part of 15 minutes, to cover the additional staff costs incurred.