

# HOLY FAMILY CATHOLIC PRIMARY SCHOOL



<b>This policy was adopted by:</b> The Full Governing Body	Date: November 2025 Review date: November 2026
<b>By name:</b>	Helen Rooney Jim Wilson
<b>Position:</b>	Head Teacher Chair of Governors
<b>Signature on behalf:</b>	Holy Family Catholic Primary School Cronton

# NURSERY CHARGING POLICY FOR 2, 3 & 4 YEAR OLD CHILDREN

## **1. Holy Family Catholic Primary School on-site Nursery:**

- 1.1. The Nursery provides sessional and school hour care for 2, 3 & 4 year old children; see breakdown of availability by age group in table below
- 1.2. Nursery childcare is available 8.30 am – 3.15pm (split into two sessions), Monday to Friday, term time only and is closed for teacher training days in line with the school calendar.
- 1.3. There are currently 5 x spaces per term for 2 year old children.
- 1.4. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
- 1.5. 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.

## **2. 3 Year Old Free Funded Places:**

- 2.1. All 3 year old children are entitled to a free funded place for 15 hours a week
- 2.2. Children whose parents are eligible will receive 30 hours per week funding
- 2.3. Parents must apply for an eligibility code online.

### **2 Year Old 30 hours funding entitlement:**

- 2.4. Children whose parents are eligible may qualify for 30 hours funding entitlement
- 2.5. Parents must apply for an eligibility code online.
- 2.6. An eligibility code must be provided every 3 months by the parent in order for this entitlement to continue. This is the responsibility of HMRC to notify parents that they are required to re-apply for eligibility and the parent's responsibility to notify the Nursery of the new code.

## **3. Unfunded Childcare:**

- 3.1. Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can book and pay for additional sessions Monday-Friday, term time only.
- 3.2. These sessions cannot be cancelled until the next half term booking period however additional sessions can be added if required with agreement of the school Headteacher.
- 3.3. Payment is via our online payments system, Arbor, childcare vouchers or through a tax-free childcare account. No cash is accepted at the school.
- 3.4. Payment will still be required for booked sessions even if your child does not attend.

## **4. Lunch Session (3 Year Olds):**

- 4.1. The lunch session is for 3 year olds only and will commence from 11.15 to 12.15 and this will be charged at £4.00. Note this does not include the cost of lunch only the provision of this cover for parents.
- 4.2. Children who are staying from 8.30am – 3.15pm are invited to bring their own packed

lunch. Once established we will look to offer children meals from our school kitchen which can be booked via school and paid for on Arbor.

- 4.3. School meals will be charged at £1.95 per meal once available to nursery children and will be paid via Arbor when booking. No cash is accepted at the school.

**5. Snacks:**

- 5.1. Nursery children receive a free funded portion of fruit during each morning session.
- 5.2. Nursery children currently receive a free portion of milk funded by the school during each morning session.

**6. Increase in fees:**

- 6.1. If we need to increase fees for unfunded afternoon sessions, we will give you one term's notice.

**7. Payment terms:**

- 7.1. A deposit or registration fee will not be charged for any funded or unfunded places at the Nursery.
- 7.2. No 'top-up' fees will be charged to subsidise funded entitlements.
- 7.3. Fees are charged daily and are payable on Arbor.
- 7.4. A reminder will be sent if payment is not received after this time period. Unfunded sessions will be stopped for your child if payment is not received. If you have any issues with making payments, please speak to the School Business Manager in the school office.

**8. Absence during funded hours (15 and 30 hour funding):**

- 8.1. If your child is absent from school due to illness or an authorised absence there will remain a charge for your child unless there is a long term sickness of over two weeks as agreed by Governors. If your child is absent from school due to a family holiday or unauthorised absence, there will still be a charge per missed session in line with the school's hourly rate. This charge will be invoiced and payment requested via Arbor childcare voucher or Tax Free childcare account.
- 8.2. The Headteacher's decision regarding absences is final.

**9. Absence during pre-booked unfunded afternoon hours:**

- 9.1. If your child is absent from Nursery for any reason and an afternoon session has been pre-booked, this will still be charged.

**10. Unavoidable school closures:**

- 10.1. The school policy and procedures apply. 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 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.

**11. Trips and activities:**

- 11.1. Nursery may run a small number of trips 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. This donation should be made via Arbor. No invoice will be raised for this donation.

**12. Early Years Pupil Premium (EYPP):**

- 12.1. For children who may be eligible for Early Years Pupil Premium (EYPP), parents should complete the relevant section on the funding claim form.

**13. Disability Access Fund**

- 13.1. If your child receives Disability Living Allowance, Nursery may be eligible to receive Disability Access funding.

**14. Summary Pricing Structure**

<b>2, 3 &amp; 4 Year Olds</b>			
	£ p/day	Details	Payment method
½ Day Session*	£22.00	Either 8:30-11:30am OR 12:15-15:15pm)	Arbor
Wraparound	£4.00	Lunchtime wraparound care	Arbor
Snack	£1.00 per week	A £1.00 per week charge will be made	Arbor
School dinner	£1.95	Optional- a packed lunch can be provided	Arbor

**\*Payable only if you do not receive universal or working parent entitlement funded hours**

Non-payment of nursery fees 30 days after due date of invoice will result in the child being unable to attend any unfunded sessions until payment has been made in full.

Any parent experiencing difficulty in payment of charges for meals or trips should contact Mrs Helen Rooney to discuss.

**15. Monitoring and review**

This Policy was ratified in: November 2025 It will be reviewed in: November 2026

*This document will be reviewed every year but may be reviewed and updated more frequently if necessary.*