



PERIVALE
PRIMARY SCHOOL

Nursery Charging Policy

Committee with oversight for this policy – Full Governing Board	
Policy to be approved by the Full Governing Board	
Policy last reviewed by the Full Governing Board	21/03/2023
Policy last ratified and adopted by Full Governing Board	21/03/2023
Policy / Document due for review	March 2024

Nursery Charging Policy

Introduction

At Perivale Primary School we recognise the importance of nursery education and how significant a good start at nursery can be for early language development and future success.

We offer educational provision for children aged between 3-4 years old during school term time only.

Eligible pupils age 3yrs – 4yrs are entitled to 15 or 30 hours per week of the Free Early Education Entitlement.

Your child's birthday must fall before the cut-off dates below in order to receive funding the following term.

31 st August	Eligible for the Autumn Term (September - December)
31 st December	Eligible for the Spring Term (January – March)
31 st March	Eligible for the Summer Term (April - August)

1. Universal entitlement – 15 Hours per week

Children can start nursery at Perivale Primary School, the school term after their third birthday. This is known as the universal entitlement which gives your child a free part time place for 15 hours per week.

Our offer:

- Five **morning** sessions Monday -Friday 8.30am – 11.30am **or** □
Five **afternoon** sessions Monday – Friday 12.30pm – 3.30pm.

To ensure continuity in your child's learning and access to the whole curriculum, we are unable to offer a mixture of morning and afternoon sessions.

Each session is for 3 hours per day for 5 days per week. Term Time Only (38 weeks per year).

2. Additional entitlement – 30 Hours per week

In addition, we also offer places for working parents who are eligible for 30 hours free childcare.

Our offer:

- Five **full** school days Monday - Friday 08:30am – 3:30pm

Please check for eligibility at www.childcarechoices.gov.uk

Your child will be expected to have regular attendance at all sessions to ensure continuity in your child’s learning and development.

Sessions

Session	No. of hours	Time
Full School Day	35 hours	08:30 am – 3:30pm (1 hour lunch)
Lunch	1 hour	11:30 am – 12:30pm
Mornings Only (15hrs)	15 hours	08:30am – 11:30 am
Afternoons only (15)	15 hours	12:30pm – 3:30pm

Note: The lunch period is not covered by the governments free funded hours of nursery care.

We charge families for childcare which is additional to the funded hours of nursery care:

- In order to provide cover over lunchtime we charge £2.50 per child per day.
- If you would like your child to have a school lunch this will be charged separately. Please ask at the school office for the current price of a school meal.

Any additional charges are reviewed annually by the Governing Body.

3. Eligibility and Responsibility

It is parent’s responsibility to apply for the 30 hours code. Please check your eligibility and apply by visiting <https://www.gov.uk/30-hours-free-childcare>

Once eligible, parents will receive an eligibility code – school must be sent this via email to ensure funding can be obtained. This code should be received by the school office by no later than 1 month prior to the end of each term or your place may be withdrawn.

Should your circumstances change, or you do not meet the eligibility criteria, it is your responsibility to notify school, you will have until the end of that school term until your funding stops. Thereafter the fees below will apply.

4. Families who are not eligible for 30 hours funding

If you are not eligible for 30 hours funding you can still request a full-time place, this will be at an additional rate of £15 per day (£75 per week payable a month in advance via ParentPay).

Charges will be for the duration of sessions booked irrespective of the length of stay.

Childcare hours	Cost of childcare per day/week	Cost of lunch supervision per day/week	Total cost per week
30 hours (funded)	Free	£2.50 per day = £12.50 per week	£12.50
30 hours (paying 15 hours top up)	£15 per day = £75 per week	£2.50 per day = £12.50 per week	£75+£12.50 = £87.50 per week

School Meals

Your child is welcome to bring a packed lunch, alternatively if you would like them to have a school meal, a school lunch this will be charged separately. Please ask at the school office for the current price of a school meal.

The notice period for withdrawing from the Nursery is half a school term.

Payment Details

Parents will be invoiced for sessions attended above the 15 - or 30 - hours free entitlement. (lunch supervision or non-funded additional 15 hours).

All fees are invoiced in advance on the first day of each month and should be paid within 5 working days. Payment can be made by ParentPay.

Any charges arising from payment in un-cleared funds will be passed on to the parent.

Child care vouchers

The school accepts childcare vouchers as payment or part payment of fees. Eligible parents can make savings by setting and paying fees from a Childcare Voucher account.

Please see <https://www.gov.uk/get-tax-free-childcare> for further information. If you wish to pay with childcare vouchers, please contact the school

No charge will be made for closure due to bank holidays, extreme weather conditions and staff development days.

Your account will not be credited for any absence during school term time.

Non-payment of fees

If payment has not been received within 4 weeks of the invoice date, then the school reserves the right to cancel the child's place.

Voluntary contributions

Voluntary contributions may be requested to cover the cost of educational visits and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received. Parents will be notified of these in advance.

Please contact school if you would like more information or help in applying for a funded nursery place.

Admissions reminder

Attendance at our nursery does not guarantee a place in Reception and parents need to apply for the Reception admission separately by applying directly to their local authority.