



St Edward's Church of England
Primary School

Nursery Charging Policy

May 2017



St. Edward's Church of England Primary School

CHARGING POLICY

1.0 AIMS OF ST EDWARD'S SCHOOL

The school aims to achieve a happy fulfilled community within which:

- lively faith and Christian values permeate all that is done;
- the unique qualities of each individual are appreciated and nourished so that potential is fully realised;
- excellence is energetically pursued in all aspects of school life;
- and from which young people are able to live rich, satisfying lives with the desire to witness and contribute to society.

2.0 INTRODUCTION

This policy is based on Havering's policy for charging and remissions and therefore fulfils statutory requirements in relation to reporting information to parents.

The Governing Body are keen to provide early education and childcare nursery provision which is not only flexible in its approach but adaptable to parents and their needs.

3.0 EARLY EDUCATION AND CHILDCARE OFFERS AT ST EDWARD'S SCHOOL

Some two year olds are eligible for up to 15 hours term time or 570 hours annually of universal early education and childcare from the term after the 2nd birthday. St Edwards admit the oldest two year olds i.e. those two year olds who will be three in the term of admission. Parents of these two year olds must make an application for the two year old offer funding or pay fees for their child's attendance.

All three and four year old children are entitled to up to 15 hours term time or 570 hours annually of universal early education and childcare from the term after the 3rd birthday.

Some working parents of three and four year olds are also eligible to receive an extended entitlement of up to 30 hours term time or 1140 hours annually of early education and childcare from the term after their third birthday.

Parents who are not eligible for the extended entitlement of up to 30 hours childcare for working parents may opt to pay for additional sessions if they are available.

Four year olds in Reception classes are not eligible for up to 30 hours of childcare.

3.0 ATTENDANCE HOURS AT ST EDWARDS SCHOOL

Nursery hours are available for up to 30 hours per week during term times only. These hours are offered as morning and afternoon sessions, each of which last for three hours and are known as core sessions. Children will usually attend for 5 morning session, 5 afternoons session or for 10 sessions over the week.

The way in which sessions are offered ensures that children are able to form relationships with their key carers, enabling them to feel safe and secure, as well as providing a consistent environment for all children.

Morning Session	8.30am – 11.30am	(core session)
Afternoon Session	12.30pm- 3.30pm	(core session)

Some children will be able to attend for a whole school day because their parents are eligible for the extended entitlement of up to 30 hours childcare, or because parents chose to pay for available sessions. These children may also attend for a lunch time period for a fee, or parents may choose to take their children home at the end of the morning session and bring them back for the afternoon session.

Morning Session	8.30am – 11.30am	(core session)
Lunch Session	11.30am – 12.30pm	(chargeable session)
Afternoon Session	12.30pm- 3.30pm	(core session)

4.0 NURSERY CONTRACT FOR PARENTS

All parents will be required to sign a contract confirming how many funded hours they will be using at the school and also confirming how many hours they will be using at any other providers within Havering or in any other Local Authority.

5.0 FEES, CHARGES AND CANCELLATION OF A NURSERY PLACE

Parents are able to choose the days of the week they require their child to attend and any fees invoiced must be paid in advance at the start of each half term. Failure to pay on time will result in the service being rescinded.

A half term's notice is required in writing, in respect of cancellation of a child's place at nursery, or for any other change to additional arrangements e.g. hours required, lunch arrangements.

Those parents wishing to use their early education and childcare funding for full day provision will need to pay for the lunch time session i.e. £3.00 per day or collect their child for lunch at 11.30am and return at 12.30pm.

Children remaining in our care at lunch time will need to provide a healthy packed lunch for their child or purchase a school meal via sQuid, the London Borough of Havering's on line meal payment system. School Meals are provided by Havering and Thurrock Catering Services and are cooked on the school premises.

Children will eat their meals in the nursery setting.

Fees from September 2017 are as follows:

Additional hours for paying parents		£4.50 per hour (paid via Parentpay)
Lunch Time Session (for all parents)		£3.00 per hour (paid via Parentpay)
School Dinner		£2.20 (purchased via sQuid)*
Late collection Fees	0-5 minutes	£Free
	5-15 minutes	£5.00
	15 minute blocks	£10.00 each

Invoices will be issued at the beginning of each half term showing clearly how the charges are calculated.

No adjustments will be made for absence.

*Subject to changes made by Havering and Thurrock Catering Services.

6.0 ELIGIBILITY AND GRACE PERIODS

Parents will need to confirm their eligibility for 30 hours of provision every three months via the Childcare Service; parents will be sent a renewal reminder by email and text four and two weeks before expiration.

Details of the grace period will be published to the parents Childcare Service account. Parents must inform the school if they enter a grace period as required by the parental contract.

The grace period enables parents to retain their childcare place for a short period if they become ineligible for 30 hours. If a parent becomes ineligible for 30 hours childcare they will have the option to continue to pay for the additional childcare above the 15 hour universal offer.

The Local Authority will complete an audit of eligible codes at a minimum of 6 fixed points a year at half term and the end of term and confirm to each school which parents are no longer eligible for the 30 hours offer.

7.0 VOLUNTARY CONTRIBUTIONS

Educational visits, visitors to school (e.g. theatre companies, farms) and special educational events (e.g. science week) play a vital role for children in helping bring a topic to 'life' and promote lifelong learning. When organizing such activities, if there is a cost involved, the school invites parents to make a contribution towards the cost of the visit or activity. All contributions are voluntary however, if we do not receive sufficient contributions, we may have to cancel the visit or activity. Payments will be collected via Parentpay, our on line payment system.

8.0 REFUNDS/RETURN

If, in the unlikely circumstance we had over-estimated the cost of a visit or an activity, any excess of above £2.00 per child would be returned via Parentpay.

8.0 MONITORING AND REVIEW

This policy will be monitored and reviewed annually by the Leadership and Management Committee and the outcomes will be recorded in the minutes of that group to ensure that all governors are informed of any changes to policy and practice.

