



## Nursery Payments Policy

<b>Date ratified</b>	June 2020
<b>Committee Responsible for Policy</b>	Business Committee
<b>Date to be updated</b>	March 2021
<b>Headteacher Signature</b>	
<b>Chair of Governors/ Committee Signature</b>	

## Growing Together as Children of God

At Holy Trinity we aim to ensure that we all are ‘**Growing Together as Children of God**’.

- We want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning.
- We work **together** with families, community and church to model positive relationships, supporting each other, and acknowledging that we are stronger when we work together.
- We are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished.

## 1. Introduction: Part Time, Full Time and Lunch Time Places

We can accommodate up to 26 children in the nursery at any one time. From September 2020 we will be trialling the introduction of both part time and full time places (all term time only):

- Children with **part time places** will attend either in the mornings (from 8.30am to 11.30am Monday to Friday) or in the afternoons (12.30pm to 3.30pm Monday to Friday).
- Children with **full time places** will attend from 8.30am to 3.30pm Monday to Friday and must bring a nut-free healthy packed lunch.
- In addition, children with part time places may also take up **lunch time child care places** from 11.30am to 12.30pm. Children must bring a nut-free healthy packed lunch.

## 2. Charges

### Part time places – Fully Funded

Part time places are fully funded by the government’s Free Early Universal Education Offer which provides free nursery education for children over 3 years old for 15 hours per week.

### Full Time Places – Part Funded - £8 per day

Some families are entitled to 30 hours’ free childcare per week. More information is available at <https://www.gov.uk/30-hours-free-childcare>).

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Our full time places are from 8.30am to 3.30pm, five days per week (35 hours per week in total). If families are entitled to 30 hours' free childcare per week, we ask parents to pay a charge of £8 per day for the additional hour each day for which we cannot claim government funding.

If parents are entitled to 30 hours' free childcare and are unable to pay the £8 daily charge, the school will discuss alternative attendance patterns with the family

The 30 hours funding is subject to eligibility criteria which are determined by the government. If parents are offered a full day place and accept this but subsequently do not receive the government funding (or if they cease to be eligible during the year) they will be required to pay the school for all sessions not funded by the government.

## **Full Time Places – Self Funded - £35 per day**

Families who are not eligible for 30 hours government funded childcare may choose to self-fund. Children will receive 3 hours of government funded “free” provision each day and then 4 additional self-funded hours at a cost of £35 per day.

## **Lunch Time Child Care Places - £8 per day**

Lunch time child care places are charged at £8 per day.

## **3. Government Funding Codes**

It is the parent's responsibility to establish whether they are or are not eligible for the 30 hours government funding.

Parents of children eligible for the 30 hours government funding must provide the school with their funding code and national insurance number no later than 30<sup>th</sup> June 2020 and when requested thereafter.

Every three months parents will need to reconfirm their eligibility, in accordance with instructions from HMRC which will be sent by email.

## **4. Payments**

All payments must be made in advance, in half termly blocks, no later than the first day of the half term.

Payments should be made online using ParentMail or with Childcare Vouchers. The ParentMail payment item will act as an invoice. It is the parent's responsibility to ensure that money is received by the school on time.

Where families are experiencing exceptional need and may temporarily need to pay in instalments they must request this by writing to the Headteacher before the payment deadline. Payment by instalments will only be agreed on a temporary basis. The decision on whether there is an exceptional need will be made by the Headteacher (or another Senior Leadership Team member in her absence) and all decisions will be final.

## 5. Overdue Payments

When a payment is two weeks in arrears, a letter or email will be sent asking for payment within 48 hours. If payment is not made within 48 hours there will be a 5% fine on the overdue amount. The school may suspend a full-time place in the nursery after 48 hours has elapsed until the payment is made.

If payments are received in arrears on more than two occasions, the school may withdraw a child's full time place. The period of notice given by the school will be 2 weeks. The child may continue to attend on a part time basis under the government's 15 hours' free child care arrangements.

Parents who are unable to meet their obligation to pay for a child's place in Nursery should discuss the situation with the Headteacher immediately.

## 6. Refunds and Notice Periods

Refunds are not payable, other than in exceptional circumstances.

Exceptional circumstances include those where a child is unable to attend or the place is not needed for reasons beyond your control – for example redundancy, bereavement or long term illness. Short term illnesses, playdates, unexpected family visitors or changes to a parent's work schedule are not considered exceptional circumstances. If parents would like to discuss exceptional circumstances with the school they should email the Headteacher. The Headteacher's decision (or the decision of another Senior Leadership Team member in her absence) on whether a circumstance is exceptional is considered final. Where cancellations are agreed to be due to 'exceptional circumstances' parents will be notified in writing and refunds will be given.

Refunds will be payable if the school is unable to provide a Nursery session e.g. due to unexpected school closure.

If parents wish to cancel a child's full-time place or lunchtime childcare place in the Nursery they must notify the school in writing as soon as possible and no later than two weeks prior the end of a half-term block. If notice is given after this deadline, parents may be charged for the forthcoming half term.



## **7. Complaints**

The Nursery follows the school Complaints Policy.

