



St. Thomas More Catholic Primary School

Nursery Charges and Remissions Policy

Introduction

This Policy sits alongside and should be read in conjunction with the St Gabriel the Archangel Catholic Multi-Academy Trust Charging and Remissions Policy. The aim of this policy is to set out the charges that may be applied within the nursery setting of St Thomas More Catholic Primary School.

Funding

Government funding for nursery places comes from the Local Authority and currently this results in a free entitlement of 15 hours per week from the term after their third birthday. In our school we offer 15 hours per week over 3-hour morning sessions from Monday to Friday.

In addition, children of working families may be entitled to an additional 15 hours, making a total of 30 hours free provision. Parents/carers can see the eligibility criteria at the Childcare Choices website:

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/working-families>

Government funding is intended to cover the cost to deliver 15 or 30 hours per week of free, high-quality childcare. It is not intended to cover the cost of meals, additional hours, consumables or additional services (see below for additional charges).

The free entitlements will be delivered consistently, so that all children accessing any free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours, meals, services or consumables.

Children need to have a **valid** eligibility code in place by the first day of the funding block (1st January, 1st April & 1st September) to use the extended 30 hours for free. This code needs to be renewed regularly and is the responsibility of the parents/carers to ensure that the code is renewed before the first day of each funding block and therefore remains valid.

If a valid eligibility code is not received by the School Office or not renewed by the relevant date, then any unfunded hours will be charged.

Charges

- We will charge £17.50 per session for those sessions over and above the free 15 hour entitlement, where children are not entitled to a 30-hour funded place.
- Fees are set at a reasonable level to cover direct costs and overheads and are broadly in line with the Early Years funding received from Staffordshire County Council.
- Fees are reviewed annually.
- Children who are in attendance for the full day will need to provide their own packed lunch.
- Our morning sessions run from 8:45am to 11:45am and full day provision runs from 8:45am to 3:15pm (including a lunch break) Monday to Friday during term time only.
- The unfunded lunch break will be charged at a rate of £20 per week in the 25/26 academic year.
- For cases of children attending for 2 full day sessions or less, a reduced charge of £10 will be applied.

Trips/Events

Trips are fun and educational for children and we may therefore request parental contributions to allow us to run such events.

Collection of fees

- All fees will be collected via the Arbor Parent Portal/App.
- Lunchtime supervision fees will be charged half termly via Arbor, with the option to pay in weekly instalments. Tax-Free Childcare credits may also be used to pay these fees.
- Unfunded sessions will be charged half-termly by default, or weekly upon request.

Absence and illness

The school office should be notified as early as possible of any absence by phoning 01922 666335. Missed sessions will still be chargeable due to the need to cover committed costs including staffing. For the same reason any parent/carer who takes a child out of the nursery for the purposes of a family holiday or day out, will still have to pay for any previously contracted sessions.

Change of hours or sessions

We ask for a half term's notice of any planned reduction of hours, which should be reported to our School Office.

Signed

Stephanie Hewitt

Headteacher

To be reviewed: September 2027