



St. Francis School Nursery Charging Policy 2025-2026

1. St Francis CE Primary School on-site Nursery:

- 1.1. Applications for nursery places can be made any time after a child's second birthday with sessions starting the term after their third birthday.
- 1.2. All children are entitled to 15 hours of early education funding. We offer either five morning sessions which must be taken in our Nursery – they cannot be split between other Nurseries or playgroups. Our morning session is from 8.35am until 11.35am.
- 1.3. We also offer full-day funded places (8.35am until 3.15pm) for children eligible for 30-hr funding.
- 1.4. Fee-paid sessions are available where there is capacity in our nursery after all 3- and 4-year-olds have been offered their requested funding hours.
- 1.5. 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.
- 1.6. 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 additional hours.

2. Free Funded Places:

- 2.1. All children are entitled to a free 15-hr funded place starting the term after their third birthday.
- 2.2. We offer 5 funded sessions a week from 8.35 – 11.35 (AM).
- 2.3. No charge will be made to parents for these funded hours.

3. 30 hours funding entitlement:

- 3.1. Children whose parents are eligible for 30-hours funding entitlement are offered full day sessions. These must be taken from 8.35am -3.15pm every day.
- 3.2. Offers of 30-hr places will not be made until eligibility for funding has been confirmed. Parents must apply for an eligibility online and provide school with an 11-digit code.
- 3.3. It is the responsibility of parents/carers to ensure their 30-hr eligibility code is kept up to date (they will be notified by HMRC via email). Failure to renew the 11-digit code will result in the 30-hr place being withdrawn.

4. Fee-paid Sessions

- 4.1. Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can book fee-paid 3-hr afternoon sessions for a minimum of 5 sessions per week. Fee-paid sessions can only be offered if there is capacity in the nursery.
- 4.2. These are currently charged at £20 per session and must be booked at the end of each long term ready for the next long term, and for a full term at a time.

- 4.3. Once booked, these sessions cannot be cancelled until the next term booking period.
- 4.4. Fees are paid termly (in advance) via the My Child At School application.
- 4.5. Payment will still be required for booked sessions even if your child does not attend (see section 9).

5. Lunch Session:

- 5.1. Children attending for a full day in nursery may either bring a packed lunch or have a hot school meal. You will not be charged for the provision of cover over the lunch period, however you will be charged for school lunches taken.
- 5.2. School meals will be charged at £2.90 per meal and must be paid for via the MyChildAtSchool application at the time of booking. No cash is accepted at the school.

6. Snacks:

- 6.1. Nursery children receive a free funded portion of fruit during each session.
- 6.2. Nursery children currently receive a free portion of milk funded by the school during each session.

7. Increase in fees:

- 7.1. If we need to increase fees for fee-paid sessions, we will give you one term's notice.

8. Payment terms:

- 8.1. A deposit or registration fee will not be charged for any funded or fee-paid places at the Nursery.
- 8.2. No 'top-up' fees will be charged to subsidise funded entitlements.
- 8.3. Payment must be received prior to the term starting.
- 8.4. A reminder will be sent if payment is not received after this time period. Fee-paid sessions will be stopped for your child if payment is not received. If you have any issues with making payments, please speak to the admin team in the school office.

9. Absence during fee-paid sessions

- 9.1. If your child is absent from Nursery for any reason and is unable to attend their fee-paid session, 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 fee-paid sessions as the Nursery will still need to cover staffing costs.

11. Early Years Pupil Premium (EYPP):

- 11.1. Some children may be eligible for Early Years Pupil Premium (EYPP) and we ask all parents to complete and return a claim form at the time of admission.
- 11.2. Once the funding has been confirmed by Early Years Finance, it will be allocated following a needs analysis, which will identify appropriate resources and support to progress their learning and development.

12. Disability Access Fund

- 12.1. If your child receives Disability Living Allowance, Nursery may be eligible to receive Disability Access funding.
- 12.2. Parents need to visit the school office to complete an application form for the Nursery to claim this funding.

13. Summary Pricing Structure

	£	Details	Payment method
Monday-Friday AM session (8.35 am – 11.33 am)	NIL	Funding by Universal free 15 hours	N/A
Monday-Friday (9.35am-3.15pm)	£20/session	If not eligible for 30-hours funding or if the eligibility code is not renewed every 3 months. 3 additional hours charged for 5 days (morning or afternoon)	MCAS, Childcare voucher or Tax free childcare scheme
Meal provided by our school catering staff (if staying a full day).	2.90	Children may bring a home packed lunch for no cost.	MCAS only
Consumables	NIL	No charges will be made for consumables	N/A
Snack	NIL	No charges will be made for snack /milk which will be provided free of charge by the school	N/A
Deposits or Registration Fee	NIL	We will not be taking deposits / retainer or registration fees	N/A

14. Monitoring and review

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