

CHARGING POLICY FOR EXTENDED NURSERY PROVISION

Our Lady of the Visitation Catholic Primary School



Approved by: The Governing Body

Last reviewed on: Autumn Term 2025

Next review due by: Autumn Term 2026

AIM

Our Lady of the Visitation Nursery supports the entitlement to free 15 and 30 hours early years provision for 3 and 4 year olds for 39 weeks of the year (term time).

All children are entitled to 15 hours of nursery provision free of charge from the term after their third birthday.

Some children will be eligible for 30 hours free of charge via the HMRC 30-hour eligibility code system.

The aim of this policy is to set out what the charges will be for provision of *additional hours of nursery sessions above and beyond those provided free by the Nursery Education Grant (NEG)*.

Policy Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parents/carers will be given notice of increased charges in the term prior to it's effective date
- The primary objective of any monetary increase is made to sustain the nursery
- The governments free entitlement which covers 15 hours per week, and 30 hours per week over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure that the childcare we offer is flexible and meets the needs of working parents
- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision

RESPONSIBILITY

The Governing Body of the school is responsible for determining the contents of this policy and the Headteacher for its implementation.

NURSERY HOURS

Our Lady of the Visitation Nursery offers 15 and 30 hour provision.

Our nursery is open Monday to Friday from 8.40am to 3.40pm.

We accept 15 hours and 30 hours free childcare entitlements subject to eligibility.

We strive to accommodate parents request flexibly.

Morning sessions are 8.40 - 11.40am (3 hours)

Afternoon sessions are 12.40 - 3.40pm (3 hours)

Lunchtime sessions are 11.40am - 12.40pm (1 hour)

A full week of nursery 8.40 - 3.40pm, 5 days a week is 35 hours.

NURSERY CHARGES

Parents can OPT for additional sessions above their 15-hour entitlement. These sessions will be offered by Our Lady of the Visitation Nursery if there is space.

Charges as follows.

Lunch session £5 per day

The Our Lady of the Visitation Nursery Day is 7 hours long. You are required to provide your child with a packed lunch if they are staying for the full day.

The level of fees is to be determined by the Governing Body.

Invoices will be sent out at the beginning of each month. Non-payment may result in children losing their additional places. Their 15 hour entitlement would not be affected by this.

Fees will be charged at full rate for periods of sickness or other absences taken during term time.

One terms notice will be given by the school of any proposed variation in the fees chargeable.

Four weeks' notice is required in writing to end sessions.

LATE FEES In the event that a child is not picked up by the end of their session, the school reserves the right to charge a late payment fee of £5.