

# Ludham Nursery School



## Charging Policy

Reviewed by: *A. Goreham* (headteacher)

and *C. Willoughby* (Chair of Governors)

Adopted: 3<sup>rd</sup> January 2023

Review date: January 2024

## **Ludham Nursery**

Ludham Primary School and Nursery supports the entitlement to free 15 hour early years provision for 3 & 4 year olds. In addition, we also offer the 30 hour free childcare to those families who meet the criteria. Universal free 15 hours (or 30 hours) provision is available from the term following a child's third birthday up until they reach the compulsory school age, for every child, irrespective of background or family circumstances. Regulations prescribe that children become eligible for free early years provision on the dates set out below:

<b>A child born in the period</b>	<b>Will become eligible for a free place</b>
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following child's 3 <sup>rd</sup> Birthday (Autumn school term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following child's 3 <sup>rd</sup> Birthday (Spring school term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following child's 3 <sup>rd</sup> Birthday (Summer school term)

## **Funded places**

All children are entitled to a funded place for 15 hours per week from the term after their third birthday. Funded sessions are available 8.45am-11.45am and 12.15pm-3.15pm, Monday to Friday. The nursery is open term time only and is closed for teacher training days.

## **Funding is available as follows:**

For a child born 1st April to 31st August, funding begins in September. For a child born 1st September to 31st December, funding begins in January. For a child born 1st January to 31st March, funding begins in April.

## **Starting Nursery before funding is available**

Children may start nursery when they turn three if a place is available. Sessions will need to be paid for by the parent until funding becomes available.

## **Extended hours 11.45am – 12.15pm**

Lunchtime is open to any child in nursery should you wish to extend your child's morning or afternoon session, places are limited and priority is given to children attending a full day. We ask that you bring a healthy packed lunch for your child (no chocolate, sweets or fizzy drinks), we are also a "nut free" school. Lunch time cannot be part of your child's funded hours and must be paid for. Please do not send your child in with any glass items.

## **Full day option**

Children can attend a full day session from 8.45am until 3.15pm. Funded hours can be used for the morning session (8.45am-11.45am) and the afternoon session (12.15pm-3.15pm) but the Lunchtime session (11.45am to 12.15pm) must be paid for at £2.00 per session.

## **Additional sessions and costs**

If you would like to book extra sessions / days outside of your funded hours e.g. if you are entitled to 15 hours but not 30 hours and would like some additional sessions - we will charge £14.65 for each

additional session and £2.00 for Lunchtime. These will be allocated on a first come first served basis and must be arranged in advance.

One month's notice will be required if parents wish to cancel additional paid for sessions. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels. Adhoc sessions may be available, please contact the school office for availability, these are payable at the time of booking.

Parents will only be invoiced for those sessions not covered by the free nursery entitlement.

### **Booking**

You will need to complete a booking form; these are available from the school office. The office staff will also be able to tell you which sessions are available.

### **Notice of increase of fees**

If we need to increase prices we will give a full half term's notice.

### **Payment terms**

Payments must be made half termly. All outstanding payments must be settled by the end of each half term. If payment has not been received within one month of the date of the invoice, then the child's chargeable sessions at nursery will be terminated.

### **Payment methods**

The way to pay is on your child's School Money App. Please ask at the office where necessary.

### **Cancellation policy / Illness**

Once you have booked any additional paid for sessions, you are obliged to pay, even if your child does not attend for any reason including illness and holidays. This also applies to Lunch Club. You do not have to pay for funded places if your child does not attend.

### **Unavoidable closure of the school**

Should the school be closed for reasons beyond our control you will not be charged for any sessions affected.

### **Notice period**

We ask that parents give as much notice as possible with the minimum being one month. Any payment that has been made for a place within the notice period will not be refunded and further payment will be required to complete your commitment to the end of the notice period.

### **Late payment /debt collection policy**

In cases where payment is late without prior agreement your child's place will be terminated for chargeable sessions. Your child will still be able to attend any funded sessions that they are entitled to. If payments are not recovered in accordance with our Bad Debt policy any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

### **Voluntary Contributions**

There are occasions in the school year when an activity or visit may be planned to enhance the curriculum delivery. When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.

All contributions are voluntary and do not exceed the cost of the trip. If a parent wishes for their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution the child will still participate fully in the trip or activity. The cost may be subsidised by a contribution from School Fund. If the school receives insufficient contributions from parents and there is no funding available from the School Fund, the trip or activity may be cancelled.

### **Application for a Nursery Place**

It is recommended that places at Ludham Nursery are applied for at least 12 months prior to the date of required commencement.

As part of the registration process you will be asked to complete a Nursery Admissions Form. The parent/carer will also be asked to provide documentation to evidence their child's date of birth. This is to confirm that they have reached the eligible age for the free entitlement. A copy of this document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

The Admission Policy is available online here: <https://ludham.norfolk.sch.uk/policies/>