St. Nicholas Priory CEVA Primary School and Nursery

'I did not come to be served but to serve.' Matthew 20.28

Nursery Charging Policy

In the school year 2026/27 we are able to offer places to children from the day after their 3rd birthday.

Funded sessions are available from 8.40-11.40am and 12.15-3.15pm, Monday to Friday.

The nursery is open term time only and is closed for teacher training days and bank holidays.

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/snacks, consumables, additional hours or additional services.

To access 30-hour funding parents need to obtain a valid code, if parents do not obtain a valid code any sessions over 15 hours (if eligible) will be charged for. To check entitlement and to obtain a code please visit:

https://www.gov.uk/free-childcare-if-working/check-youre-eligible

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Funding is available as follows:

Early Learning for 2 year olds (rising 3's)	
Turns 3 years on or between	15 hours from:
1 Sept and 31 Dec	Child's 3rd birthday
1 Jan and 31 Mar	Child's 3rd birthday
1 Apr and 31 Aug	Child's 3rd birthday

15 hours funded childcare (3 and 4-year-old)	
Turns 3 or 4 years on or between	15 Hours From:
1 Apr and 31 Aug	1 Sept 2026
1 Sept and 31 Dec	1 Jan 2027
1 Jan and 31 Mar	1 April 2027

30 hours funded childcare (3 and 4-year-old)		
Turns 3 or 4	HMRC Code Obtained	30 hours from
1 Apr and 31 Aug	Before 1 Sept 2026	1 Sept 2026
	On or after 1 Sept 2026	1 Jan 2026
1 Sept and 31 Dec	Before 1 Jan 2027	1 Jan 2027
	On or after 1 Jan 2027	1 Apr 2027
1 Jan and 31 Mar	Before 1 Apr 2027	1 Apr 2027
	On or after 1 Apr 2027	1 Sept 2027

Paid places are available for children who do not qualify for funding or who wish to pay for additional hours (i.e. they receive 15 hours funded but want to attend for 30 hours). Invoices will be sent out and are payable in advance to secure the child's place. The hourly rate for September 2026- August 2027 is £6.12 per hour.

Cancellation policy/Illness and termination

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 applied to Lunch Club. You do not have to pay for funded places if your child does not attend.

Trips	Will be agreed in advance with families.
Costs of hot school meals (lunch session)	£2.50 per meal (unless the child is entitled to a free school meal (please complete appropriate form)).
Cost of non-consumables	£4 per child per half term*
Cost of food consumables	£4 per child per half term*

*The consumable charges contribute towards snack, baking ingredients, wipes/gloves and special provision enhancements. This is in line with our EY funding agreement guidelines. There are no other additional chargeable extras.

Our fees are reviewed annually by the governing body in September. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss any concerns with the School Business Manager.

Lunch sessions 11.40am-12.15pm

Lunch session is open to children who are accessing 30 hours of funding. Places are limited. All extra sessions need to be booked in advance and must be paid before by the due date on the invoice.

The Lunch session cannot be part of your child's funded hours, the school do not charge for the childcare provision during lunch, however a charge for meals is payable at £2.50 per meal - unless your child is entitled to free school meals, in which place please complete the relevant form which you can obtain from your child's teacher.

For 2025/26 onwards - Full day option

Payment terms

There is no registration fee or deposit when booking a place at our nursery. All families will be issued an invoice at the start of each half term. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent

agreement and booking form. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

The payment term is within two weeks of issue date. Failure to do so can result in your child losing their place.

If you have any problems with your finances, please speak to the Early Years Foundation Stage Deputy Head, Headteacher or School Business Manager.

All financial issues will be treated in confidence. Bank transfer details are displayed on the bottom of each invoice.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place.

The entitlement place is offered free. Parents will not be charged a "top up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

All fees will be charged unless specific arrangements have been agreed and whilst a child contract remains in place.

In the event of non-payment, reminders will firstly be issued by speaking to the parents or informing them by email. This will be followed up in writing.

If non-payment persists, the school will follow our bad-debt policy.

If non-payment continues beyond the end of the half term, the child's place may be lost for the next term.

We are unable to issue refunds when a child is absent due to family holiday/illness as staff have to be paid, regardless of the number of children present.

Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to office@st-nicholaspriory.norfolk.sch.uk or nursery@priorygy.school

Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority where the funding criteria is met.

Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which form part of your childcare contract.

The school reserves the right to withdraw the additional sessions' provision if the Headteacher or Early Years Deputy Head feels this is in the best interest of the child.

Parents will be given a minimum of two weeks' notice of withdrawal of provision in these circumstances.

Where withdrawal of provision has occurred due to failure to pay fees, the Headteacher reserves the right to refuse future reinstatement of additional sessions in the nursery. In addition, reinstatement of this additional provision will not take place until:

Full payment of arrears of nursery fees has been made.
A minimum of four weeks' fees has been paid in advance.
The parent has met with the School Business Manager to discuss and agree a future payment schedule.

Next review date: July 2027